

# MICROSOFT®

## Microsoft® Word

Word Processing Program









# Microsoft® Word

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for the Apple® Macintosh™

Microsoft Corporation



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# Welcome...

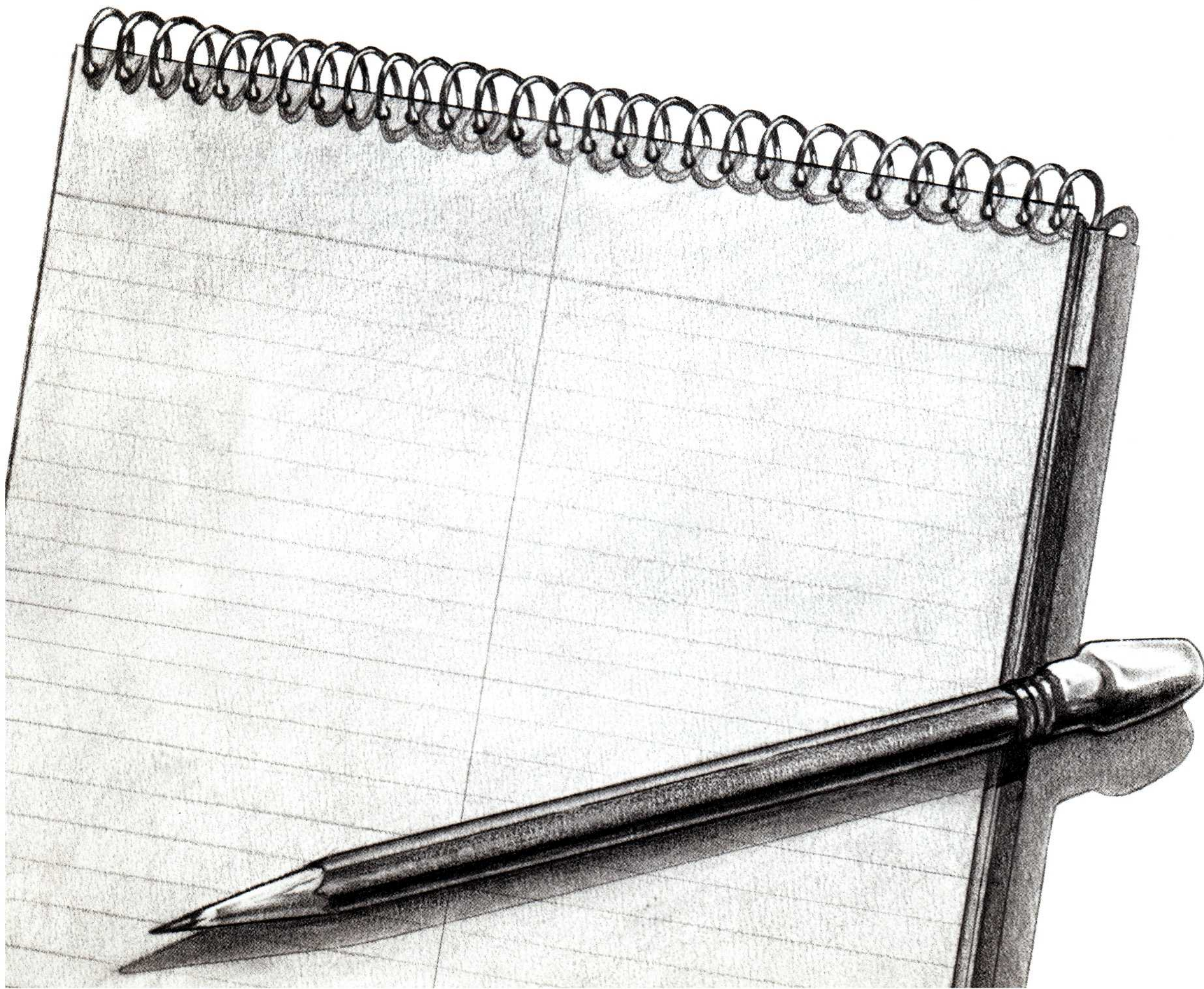
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Microsoft® Word for the Apple® Macintosh™ is a uniquely powerful writing tool. With Word you can create all kinds of documents—memos, letters, reports, brochures, or books. And you can

design printed documents that look polished and professional.

If you are new to word processing, you will be surprised at how easy Word is to learn and use. If you've used other word processors, you'll be impressed at how Word handles complicated tasks in an uncomplicated fashion.





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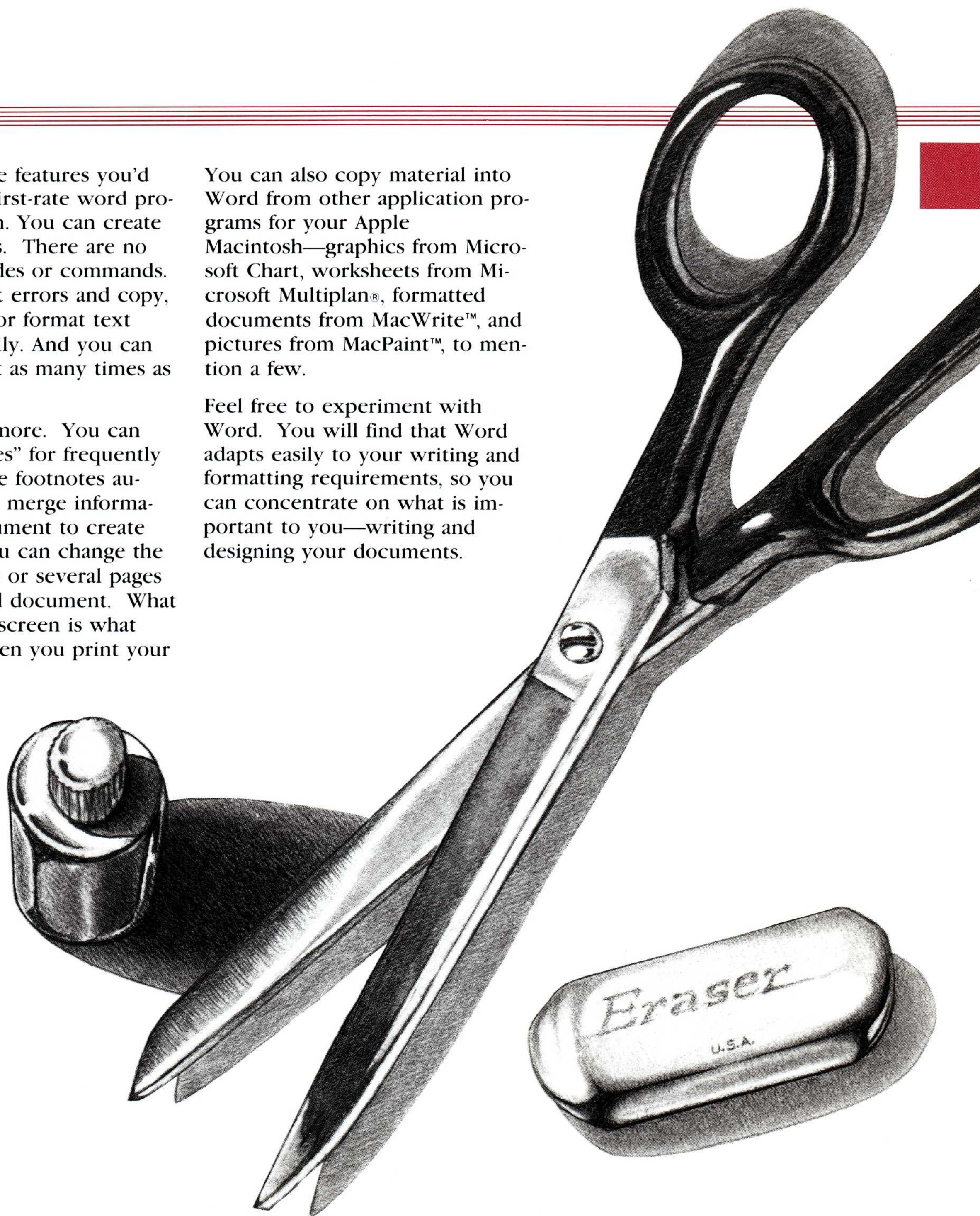
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Word has all the features you'd expect from a first-rate word processing program. You can create long documents. There are no odd-looking codes or commands. You can correct errors and copy, replace, move, or format text quickly and easily. And you can edit or reformat as many times as you want.

And Word has more. You can create "glossaries" for frequently used text, create footnotes automatically, and merge information into a document to create form letters. You can change the layout of a page or several pages within a printed document. What you see on the screen is what you will get when you print your documents.

You can also copy material into Word from other application programs for your Apple Macintosh—graphics from Microsoft Chart, worksheets from Microsoft Multiplan®, formatted documents from MacWrite™, and pictures from MacPaint™, to mention a few.

Feel free to experiment with Word. You will find that Word adapts easily to your writing and formatting requirements, so you can concentrate on what is important to you—writing and designing your documents.







# About This Manual

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The explanations, examples, and illustrations in this manual will help you take full advantage of Microsoft Word's many features. This manual is divided into three parts: "Learning Word," "Using Word," and "Word Reference."

**Learning Word** will teach you how to create, edit, format, and print a short document. When you're finished, you'll understand how to use Word, and you can build more complex documents to fit your needs.

**Using Word** is a guide to word processing with Microsoft Word. This part is organized into five general categories: Editing With Word, Formatting Your Work, Working With Complex Documents, Printing Documents, and Handling Documents. The bold heads in the margin show you where to find the step-by-step instructions for each task. "Using Word" also describes how you can use document windows to simplify complicated editing tasks, such as moving text between documents; and how you can use the glossary window for inserting frequently used text into documents automatically.

**Word Reference** contains a directory of Word commands, a list of terms used in this manual, and appendices that cover key sequences, preset page options, disk and memory management, the use of other Macintosh applications with Word, and daisywheel printers.



<i><b>If you...</b></i>	<i><b>See:</b></i>
Are new to the Macintosh	<i>Macintosh</i> owner's guide
Have never used a word processor before	Learning Word Chapters 1-5
Want a quick introduction to some basic tasks	
Have used another word processing program	Using Word Chapters 6-10
Want an overview of what you can do with Word	
Need information about a particular task	
Need details about a specific command	Word Reference Chapter 11
Need information on managing disk space	Word Reference Appendix C
Want to use Word with a daisywheel printer	Word Reference Appendix E
Are unfamiliar with a term used	Word Reference Terms

We assume that you already know how to use your Apple Macintosh computer and that you have read *Macintosh*, your owner's guide. You should know how to:

- Use the icons on the Macintosh desktop.
- Open, copy, and delete Macintosh documents and disks using the Finder.
- Point and select with the mouse.
- Scroll in the window using the scroll bars and the scroll box.
- Manipulate the size and position of windows using the size box and the title bar.
- Pull down menus and choose commands.
- Use the Clipboard and Scrapbook to store information.





# Getting Started

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## To use Word you need:

- A Macintosh computer
- The Microsoft Word master disk
- Formatted disk(s) for copying
- An external drive (recommended)
- A printer (optional)

Microsoft Word is provided on a “master” disk that contains special identification that Macintosh must read when you use Word.

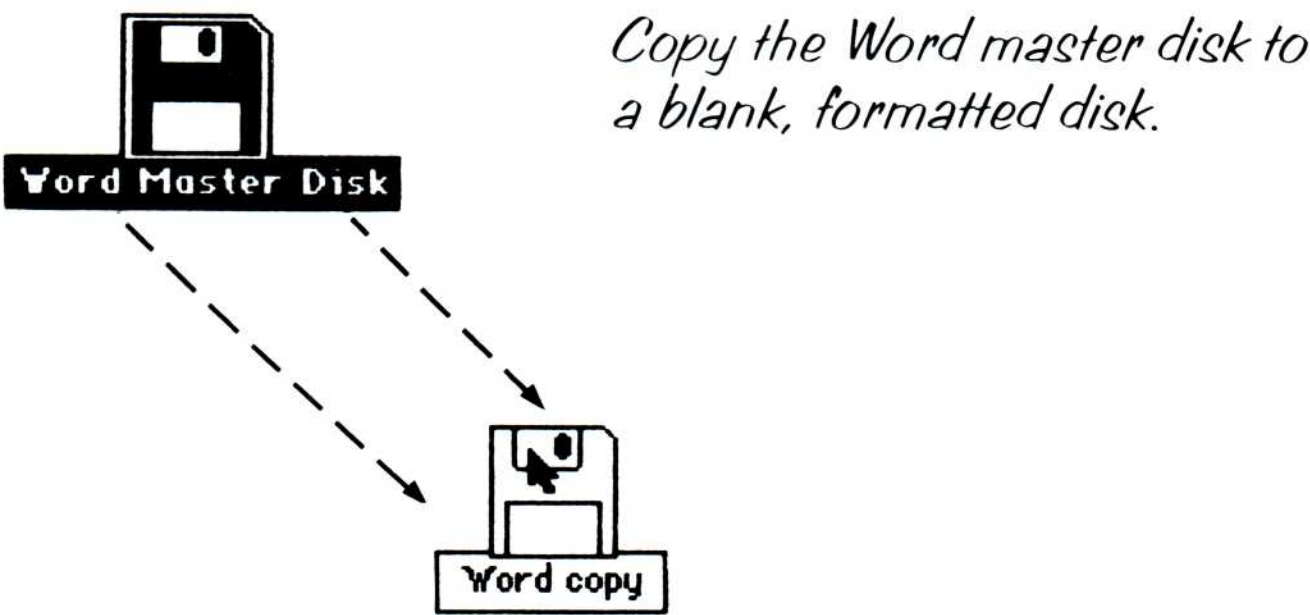
You can make as many copies of Word as you need. But Macintosh must read the identification from the master disk when you start Word the first time after turning your computer on. After that you can use your copies.

If you use a hard disk with your Macintosh, see “Appendix C, Disk Space and Memory” for details on copying Word to the hard disk.

## Before you begin:

- Make at least one copy of the master disk by moving the Word master disk icon over the icon for the other disk. See *Macintosh*, your owner’s guide, for details.





- After you make the copies, use your master disk only when Macintosh prompts you to insert it to read the disk identification. Never make any changes to this disk.

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<b>Note</b>	Do not use the Macintosh Disk Copy utility to copy your Word disk. Also make sure that your disk is not write-protected.
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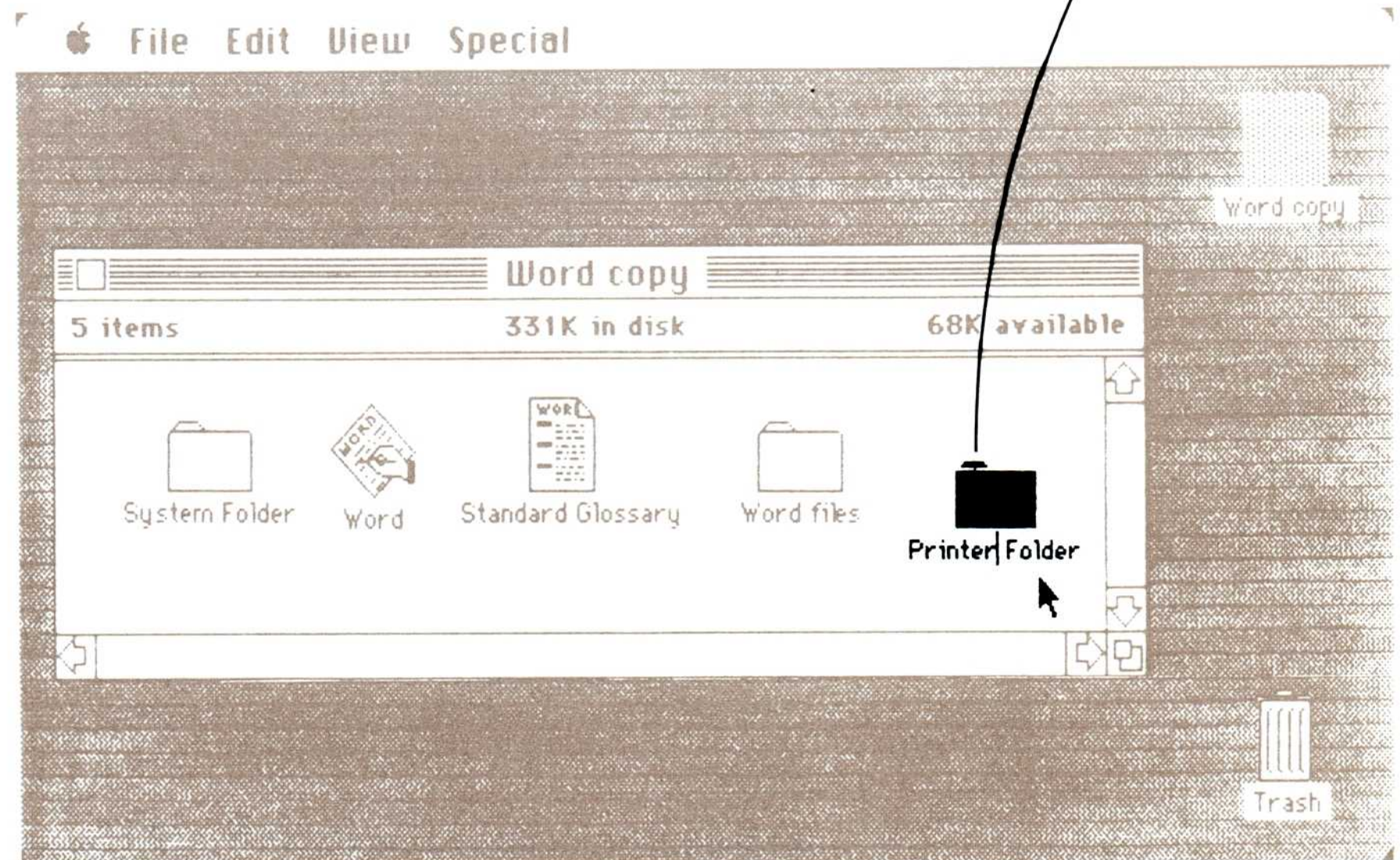
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Remove any printer drivers you don't need from your copies of the Word disk. (A printer driver is a special document that allows Word to communicate with a printer.) Word automatically adjusts the screen to match your printer by checking to see which printer drivers are on the disk.



*Take the printer documents you need from the Printer Folder.*

*Then move printer documents to another disk.  
Or delete them if you prefer.*



If you are using a daisywheel printer with Word, your window display may look different from those used in this manual. If you are using an Apple Writer or Apple laser printer, some dialog boxes may differ. For more information, see “Appendix E, Daisywheel Printers.”

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**Note**

To use Word most efficiently, you will need an external drive. See “Appendix C, Disk Space and Memory” for suggestions on how to manage your disks, and for information on how to use Word with one disk drive or a hard disk.

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# Starting Word

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## To start Word with your copy:

Always start Word with one of the copies you made. Macintosh will ask you to insert the master disk whenever it needs to read the identification.

- 1 Turn on the Macintosh power switch.
- 2 Insert your copy of the Word disk into the disk drive.

*To...*

Start Word and create a new document

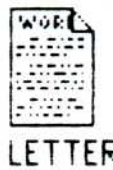
*Do this:*

Double-click on



Start Word and open an existing document

Double-click on



If Macintosh needs to read the Word master disk, it will eject your copy and prompt you to insert the master disk. Then Macintosh will read the disk identification, eject the master disk, and prompt you to insert the copy.

If you inserted the Word master disk first, use this procedure:

## To start Word with the master disk:

- 1 Start Word with the Finder.
- 2 Choose the Quit command from the File menu.
- 3 Eject the master disk.
- 4 Insert your copy of the Word disk.
- 5 Start Word and begin working.



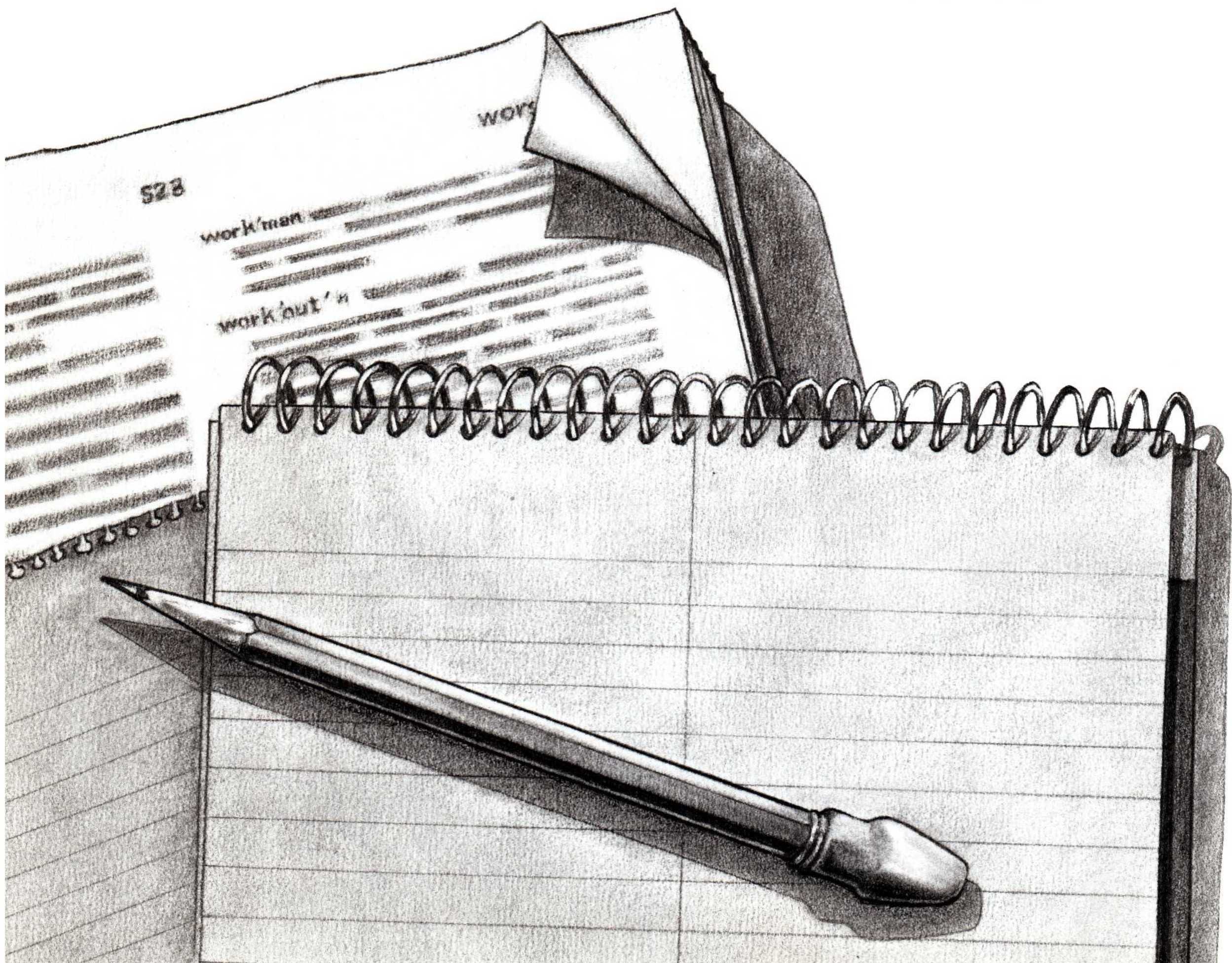


# Learning Word

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“Learning Word” shows you how to create, edit, format, and print a document with Word. In this part of the manual, you will create one short document and refine an existing, longer document. Both are typical of documents a small business might produce.

Step-by-step instructions will guide you through these basic tasks as you learn how to produce simple documents to fill most of your everyday needs. After you have worked through the tasks in “Learning Word”—starting a new document, entering and editing text, formatting, and printing—you will be ready to begin producing your own documents.





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“Learning Word” is divided into five short chapters. A complete outline of the material they cover follows.





In Chapter 1, “Type the Text,” you will:

- Type a short sample document
- Insert text by typing
- Reverse with the Undo command
- Select and delete text
- Ask for help
- Save the sample document
- Close the window

In Chapter 2, “Revise a Document,” you will:

- Open a longer document (a memo)
- Move text in the memo
- Copy text
- Find and change a phrase throughout the document

In Chapter 3, “Change the Appearance of Your Document,” you will:

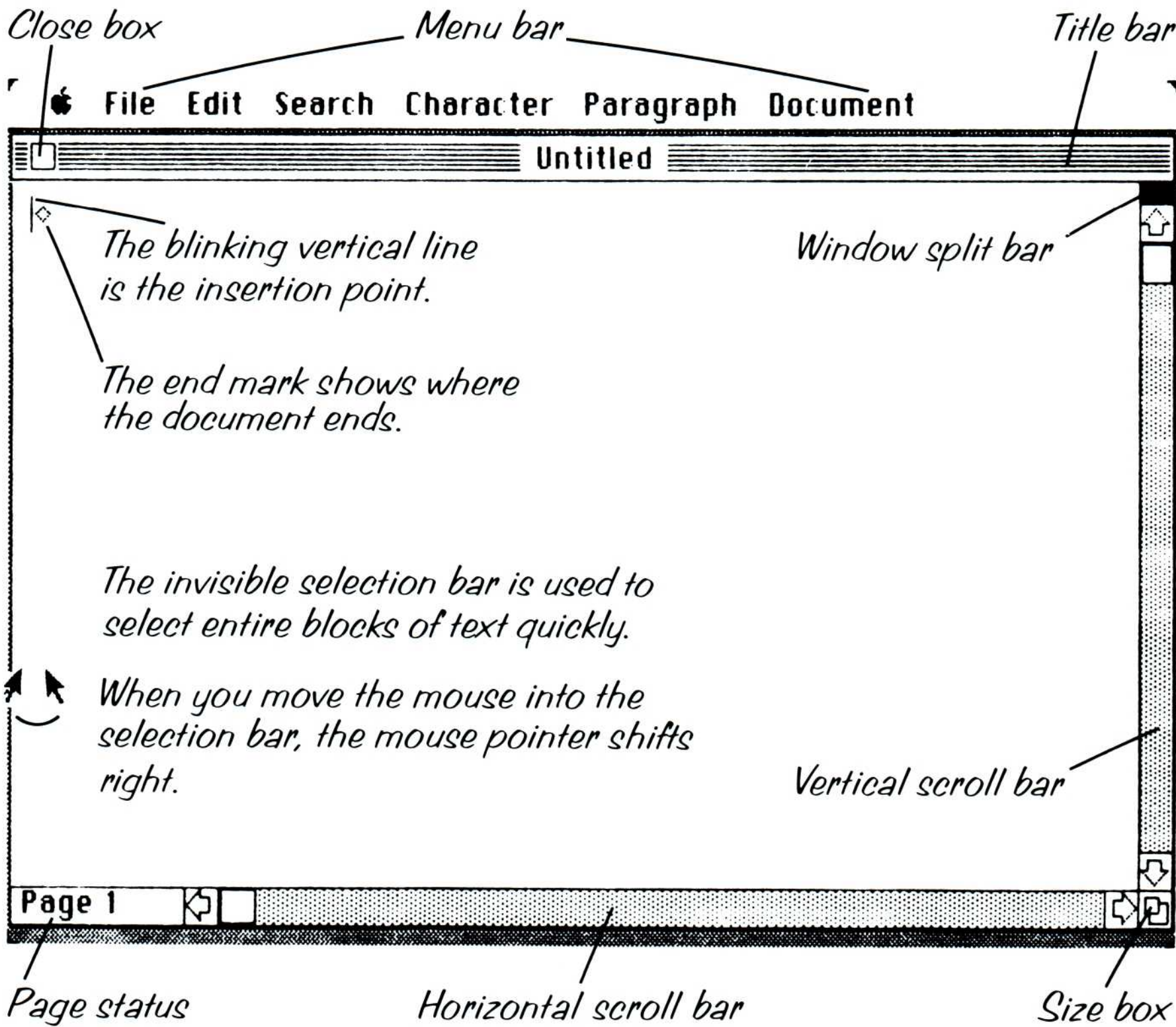
- Display the invisible paragraph mark (optional)
- Center the title of the memo
- Open space above a paragraph
- Indent paragraphs
- Make the title boldface
- Make the title larger

In Chapter 4, “See It In Print,” you will print the memo.

In Chapter 5, “Finish the Session,” you will quit and review what you learned.

**Start Word:**

Start Word by double-clicking on the Word icon. One window opens on the desktop. This is the active document window. It is untitled and empty, except for the insertion point and the end mark.





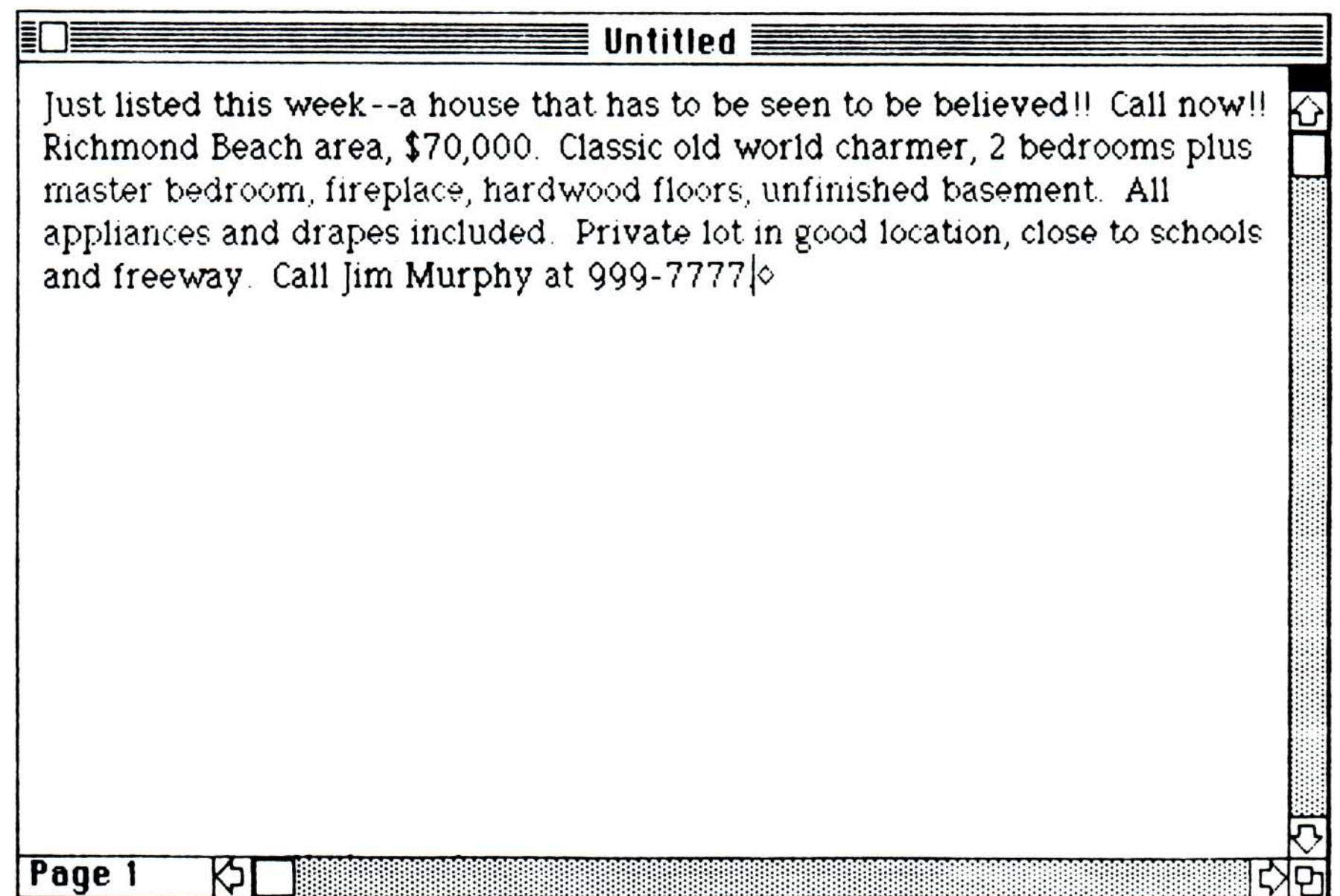


# 1 Type the Text

In the next few sections, you will work with a short listing that a real estate company might prepare to send to a newspaper as a classified ad.

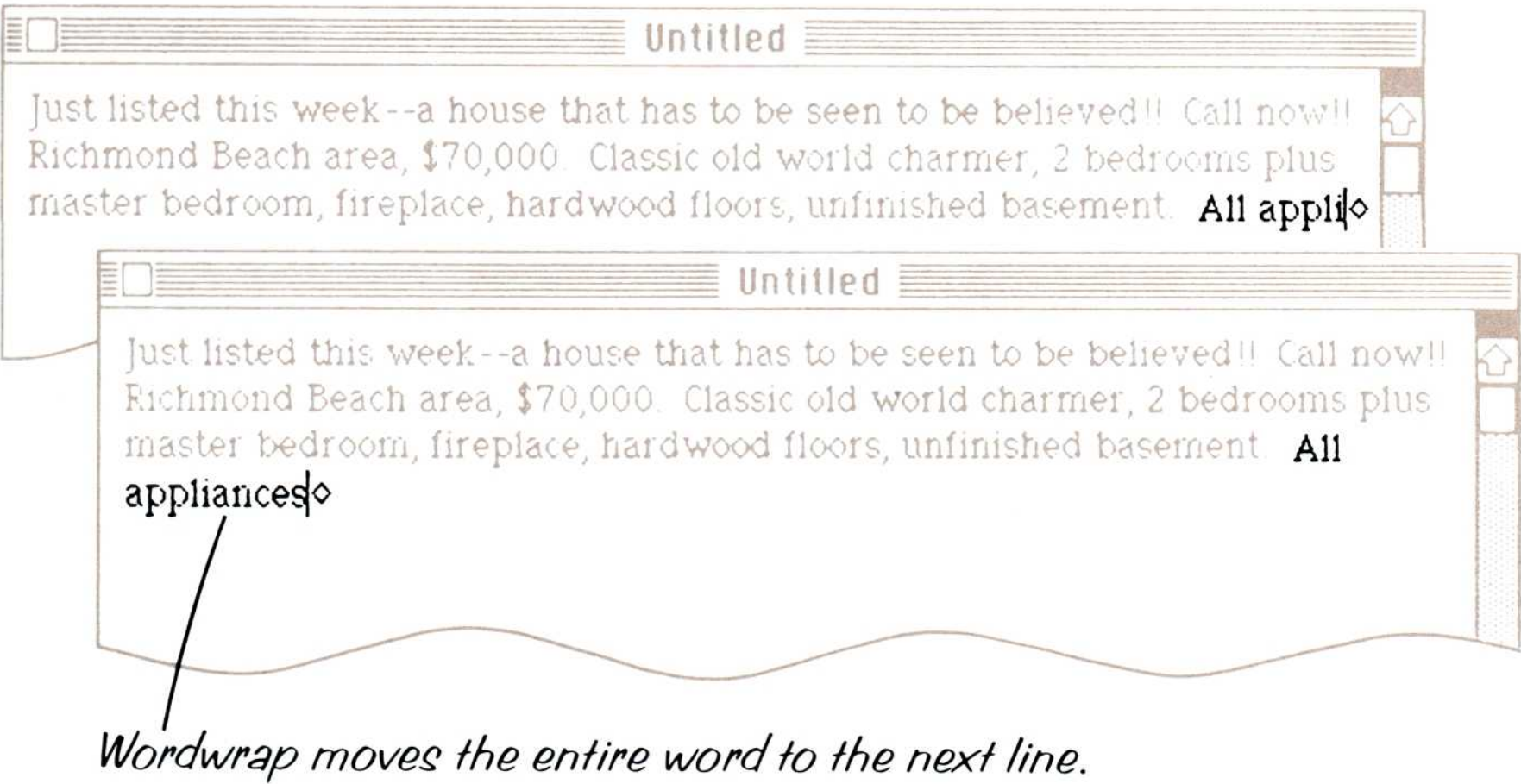
## Start typing:

- 1 Type the text for the real estate listing, as it appears below. The text will appear at the blinking insertion point.
- 2 Do not press the Return key as you type. Use the Return key only to end a paragraph or skip a line.





Note that the insertion point moves to the next line each time you reach the right margin. This is called “wordwrap.” Wordwrap saves you a lot of work when you insert, delete, or change the format of your text. Word automatically “wraps” and adjusts lines as you type.



If you make a typing mistake, press the Backspace key. The Backspace key erases characters as it backs over them.

**Try backspacing:**

- 1 Press the Backspace key four times to erase the period and the last three 7's in the phone number.
- 2 Type: 888.

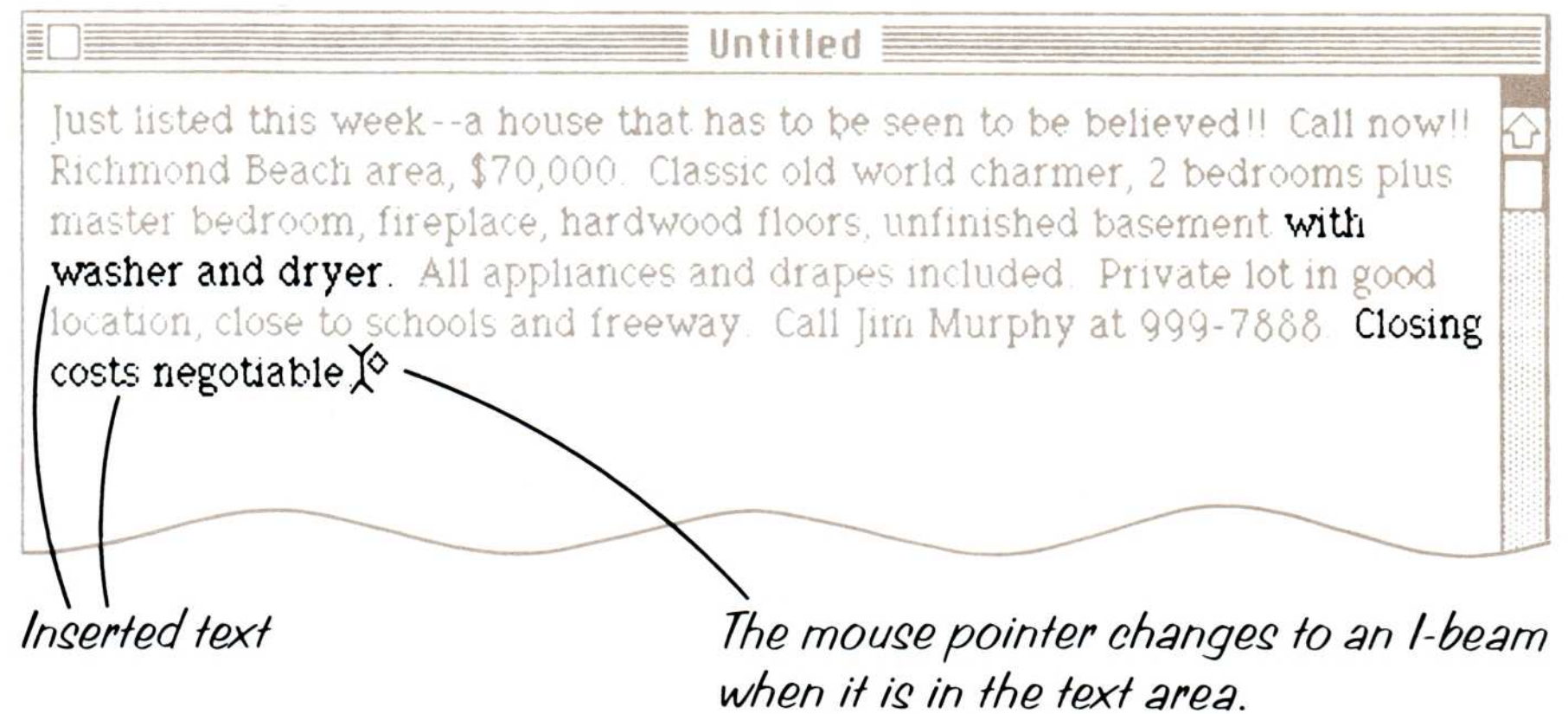
## Inserting Text

### Add more text to the listing:

Add a couple of items to the listing to make the home seem more attractive to buyers. To add text to the paragraph you just typed, point the mouse and click to position the insertion point where you want to start typing.

- 1 Click before the period (.) following “basement”.
- 2 Press the spacebar, then type: *with washer and dryer*
- 3 To insert text at the end of the document, click before the end mark. Press the spacebar and type: *Closing costs negotiable*.

Note that the lines adjusted automatically as you typed. Word also “wraps” text when you insert.



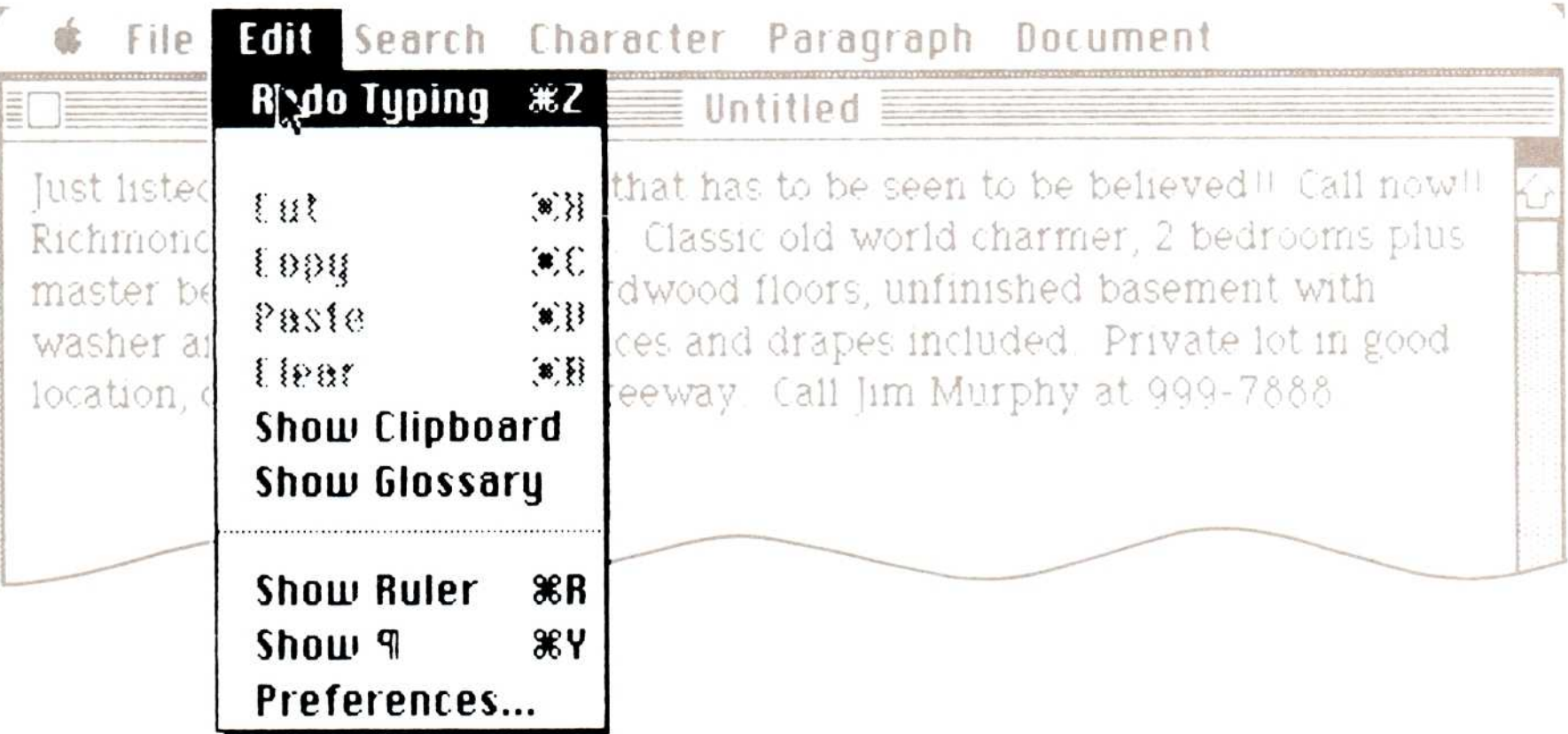


# Using the Undo Command

## Undo what you just typed:

If you make a mistake, or have second thoughts about what you just typed, you can reverse your most recent action with the Undo command.

- 1 Pull down the Edit menu and choose the Undo Typing command. (The Undo command changes with your last action—in this case, typing.) The text “Closing costs negotiable.” disappears.
- 2 Look at the Edit menu again. The command now reads Redo Typing. Choose Redo Typing to put the text back again. The text will be selected when it appears on the screen again.



## Selecting and Deleting Text

You might want to delete text from your listing—for example, the newspaper may limit the number of words you can put in your listing for a certain price. You can delete a letter or a word at a time, or you can delete large blocks of text at once.

To make your listing more concise, you could change the phrase “2 bedrooms plus master bedroom” to read “3 bedrooms”.

Before you can change any part of a document, you need to select the text you want to change.

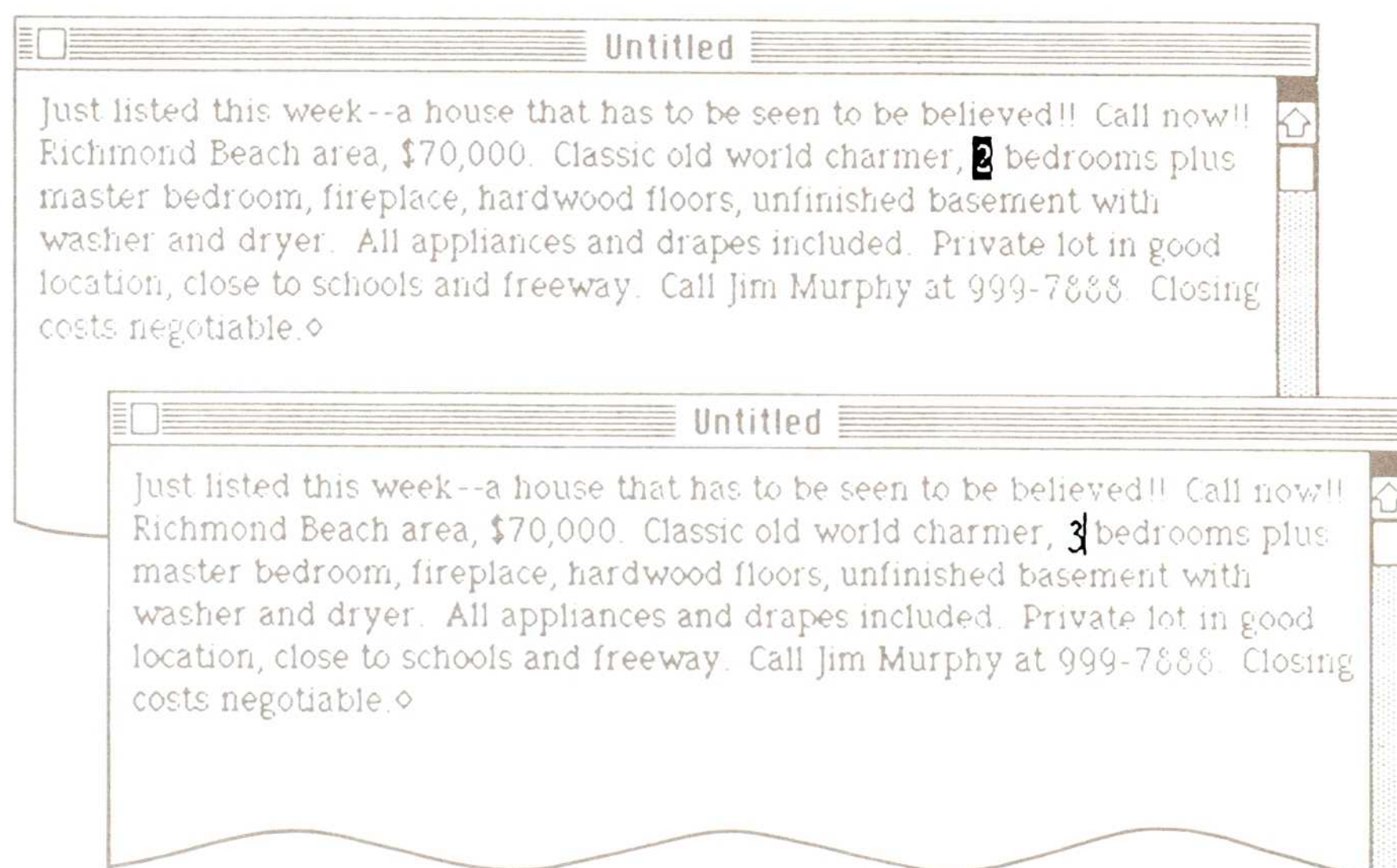
**First, select the 2:**

- Click the “2” and drag across it.

There are several ways to delete with Word. One way is to replace the selection by typing over it.

**Type over the 2:**

- Type 3



Another way to delete is to use the Backspace key. Now delete the three words: “plus master bedroom”. Again, you need to select the text first.



## Select the first word:

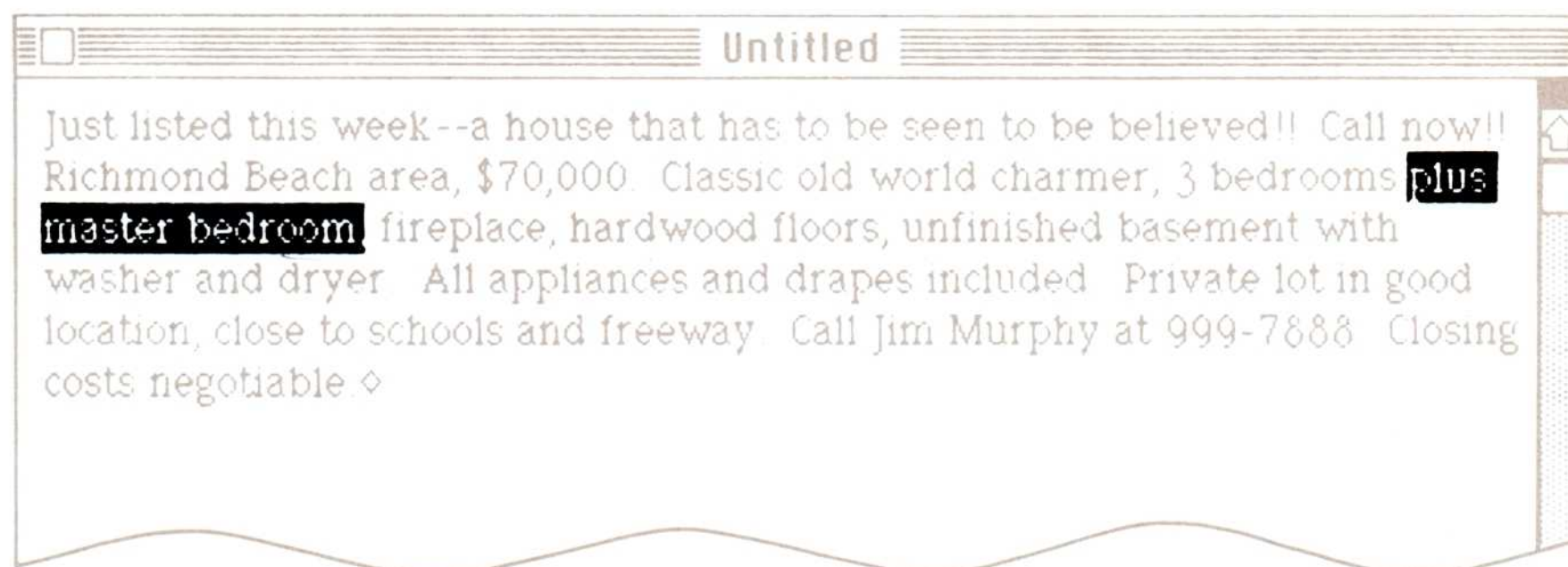
- 1 Move the insertion point to the word “plus”.
- 2 Double-click to select the word.

The rest of the words are on the next line. You need to extend the selection to include these words.

## Extend the selection:

- 1 Move the pointer after the last word you want to select (“bedroom”).
- 2 Hold down the Shift key and click.

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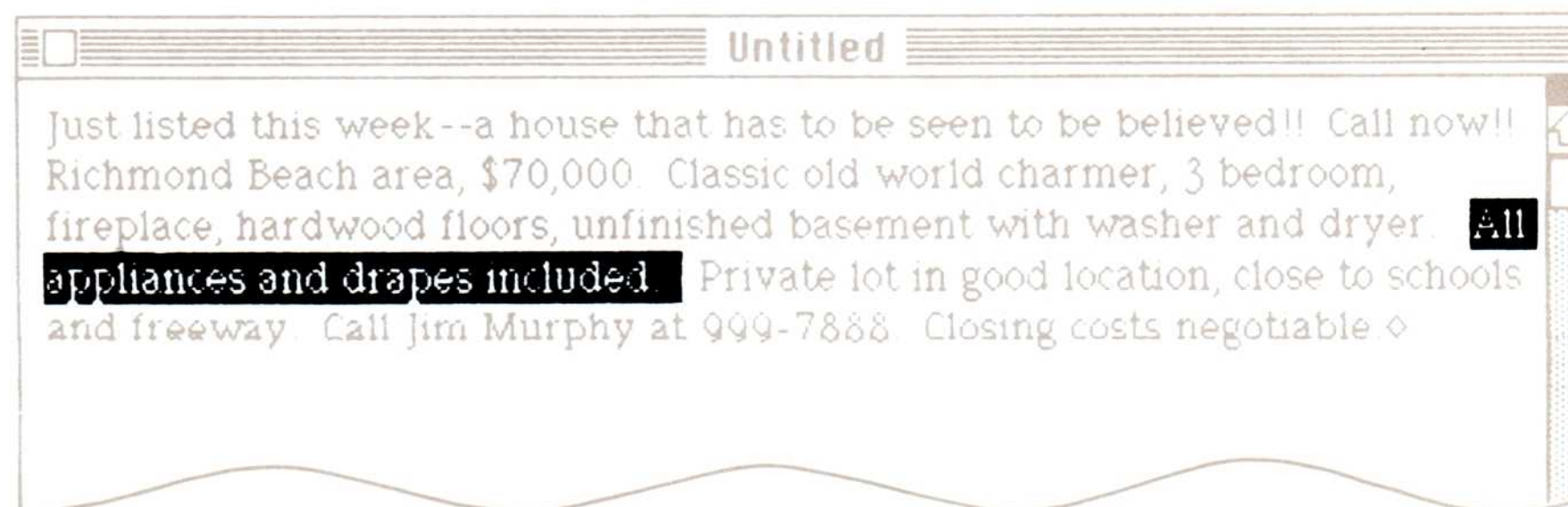
## Delete the words using Backspace:

- Press the Backspace key, and the words will disappear.

Now remove the sentence “All appliances and drapes included.” You can also delete by selecting the text then choosing the Cut command from the Edit menu.

## Select the sentence:

- 1 Move the pointer anywhere in the sentence.
- 2 Hold down the Command (⌘) key while clicking the mouse.





## Delete the sentence using Cut:

- ❑ Choose the Cut command from the Edit menu. The text disappears from the screen.

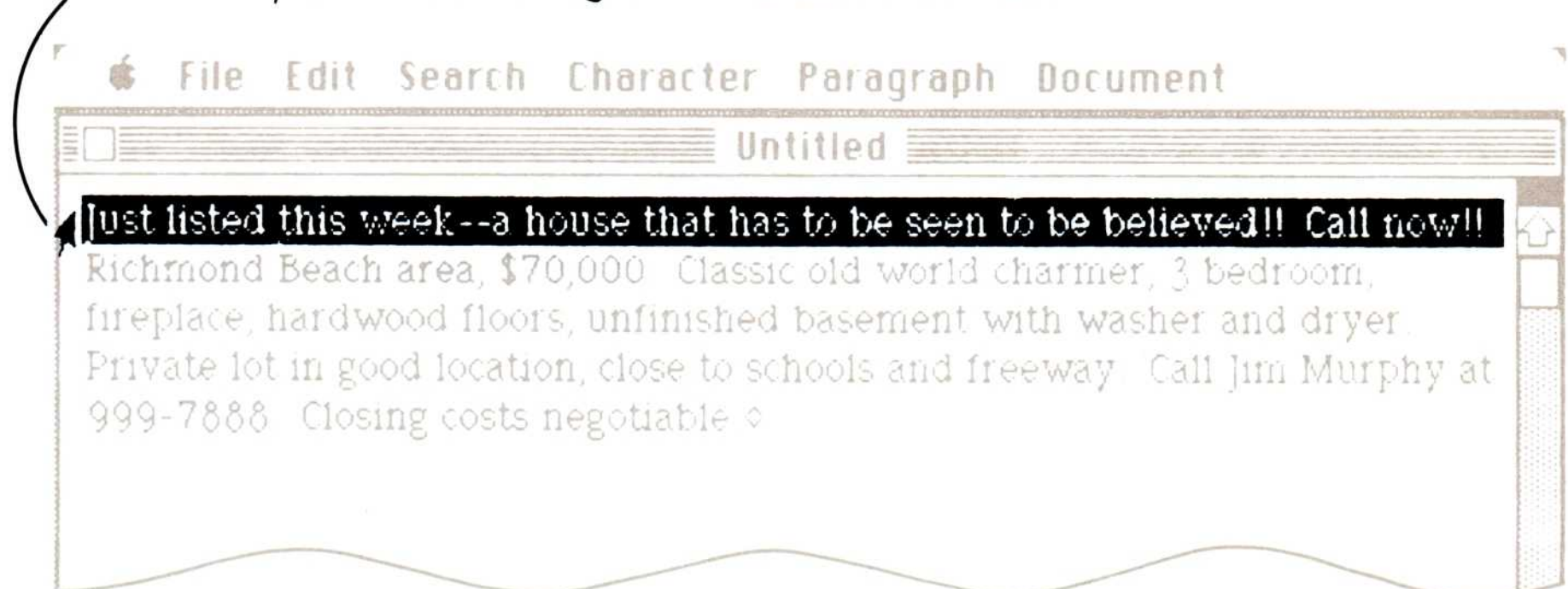
When you use the Cut command, text is stored in the Clipboard. It will remain there until you move or copy something else to the Clipboard. (Moving and copying text will be discussed in the next chapter.)

You can also select a block of text by moving the pointer into the selection bar on the left side of the window.

## Select the first line:

- 1 Move the pointer into the selection bar to the left of the first line. The mouse pointer shifts to the right when you are in the selection bar.
- 2 Click once. The line is selected.

*The mouse pointer shifts right in the selection bar.*



## Delete the line:

- ❑ Press the Backspace key once, and the line will disappear.

Text is not stored in the Clipboard when you delete with the Backspace key, although you can get it back with the Undo command.

If you make a mistake selecting text, you can easily change your selection. Move the mouse pointer away from the selection. When you click again, the insertion point moves to the location you are pointing to.

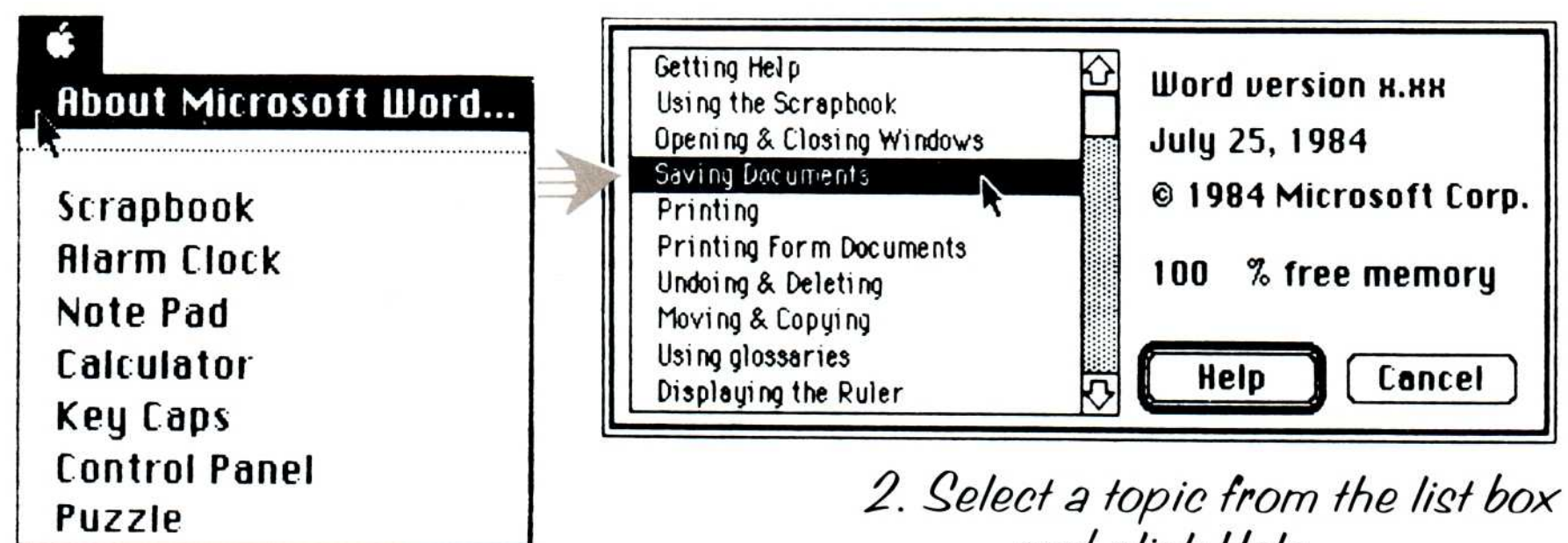


## Asking for Help

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There are two ways you can ask for help:

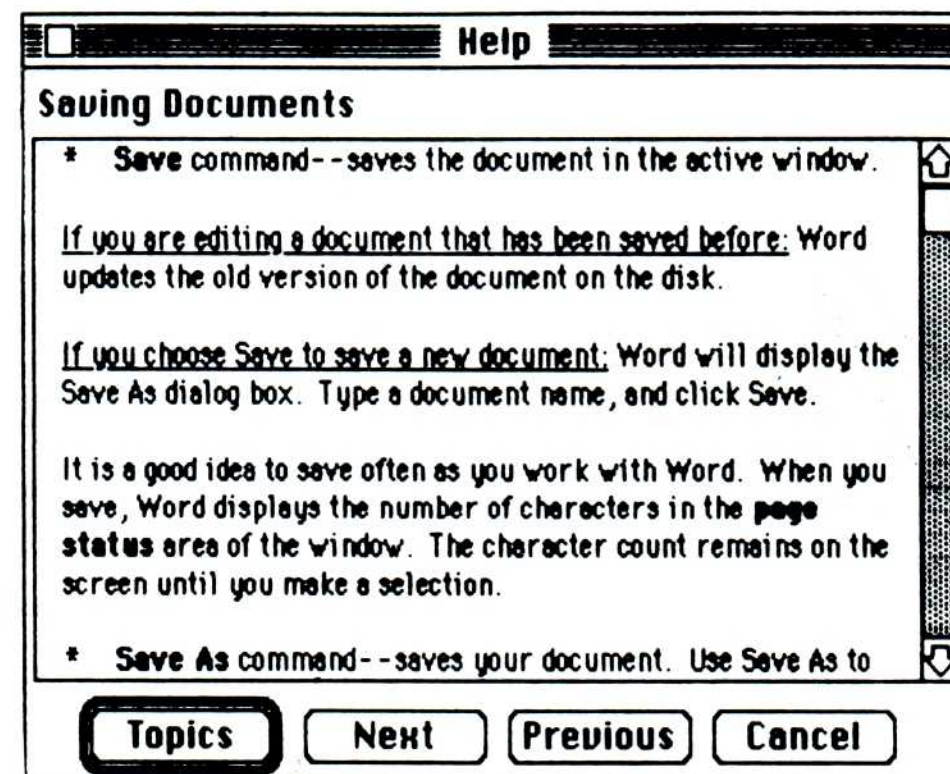
- You can choose the About Microsoft Word command from the Apple menu and select any topic from the list box.
- You can type Command-? When the cursor changes to a question mark (?), move it to a command or dialog box area. When you click, Word displays help information about the item you are pointing to.



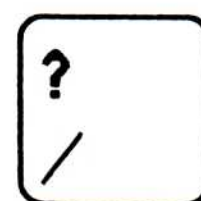
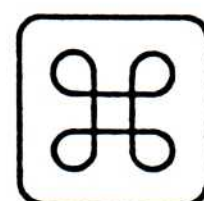
2. Select a topic from the list box  
... and click Help.

1. Choose the About  
Microsoft Word command...

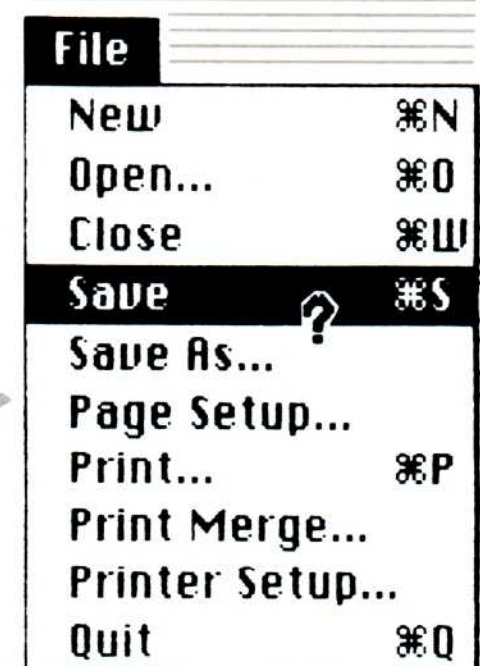
25



OR



1. Press Command-?

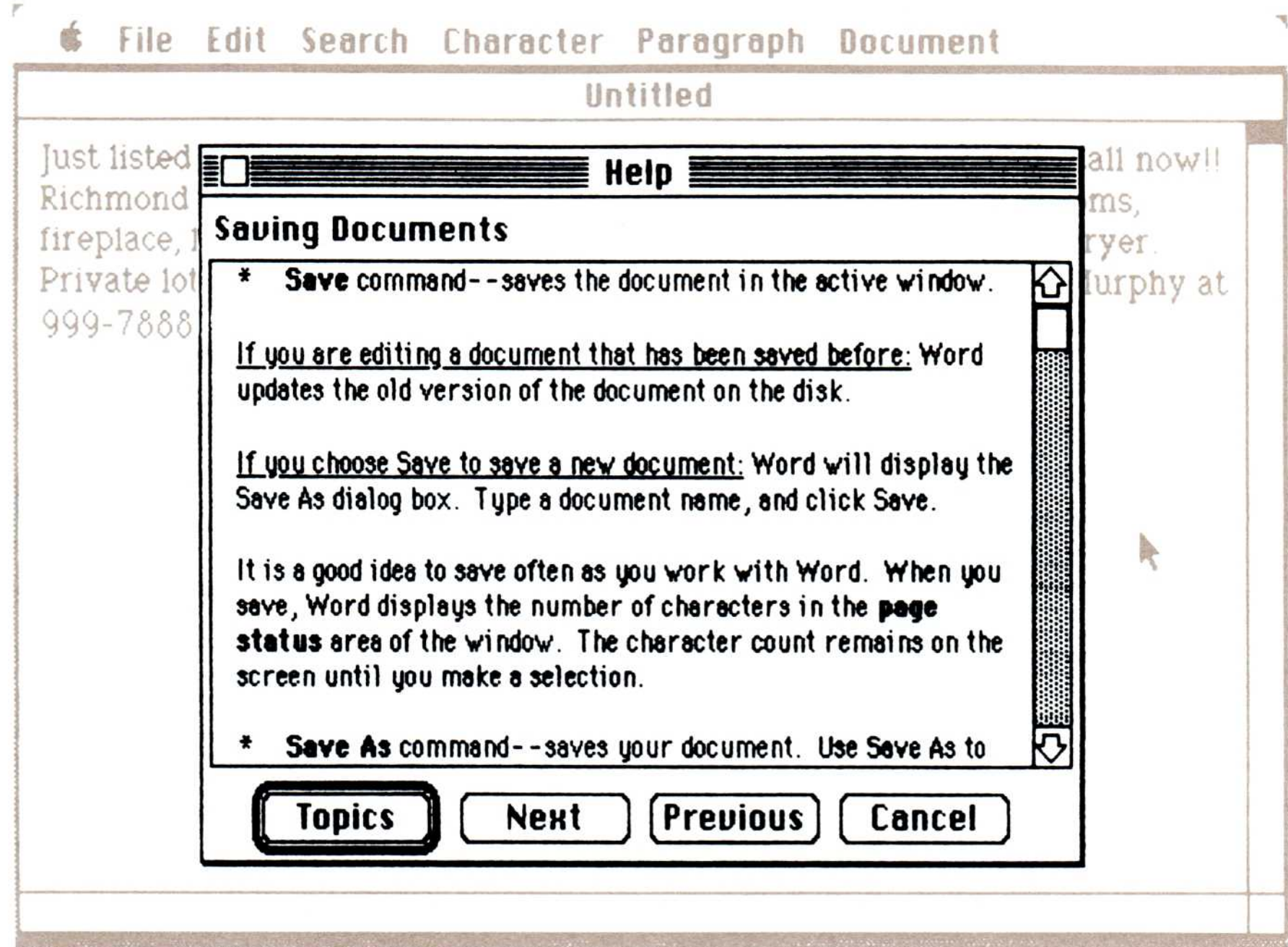


2. Move the mouse pointer to whatever you  
need information about... and click.



## To use the About Microsoft Word command:

- 1 Choose the About Microsoft Word command from the Apple menu.
- 2 The dialog box contains a list box that displays the topics you can get help with. The dialog box also contains memory information.



Many topics have more than one screenful of information. Scroll down to see the rest of the information.

## To ask for help on a particular topic:

- 1 Hold down the Command key while pressing the ? (question mark).
- 2 Move the ? to the command or to the topic in the dialog box that you want information on.
- 3 When you click, the help window appears. It contains the help information on the item you were pointing to.

## To resume your work:

- Close the help window by clicking the close box.
- OR
- Press the Cancel button.



## Saving Your Work

You will probably want to save your work at the end of each Word session so that you don't have to type it again. It's also a good idea to save every 15 minutes during each Word session. This ensures that your work will not be lost if there is a power interruption or if you leave your Macintosh unattended.

### Note

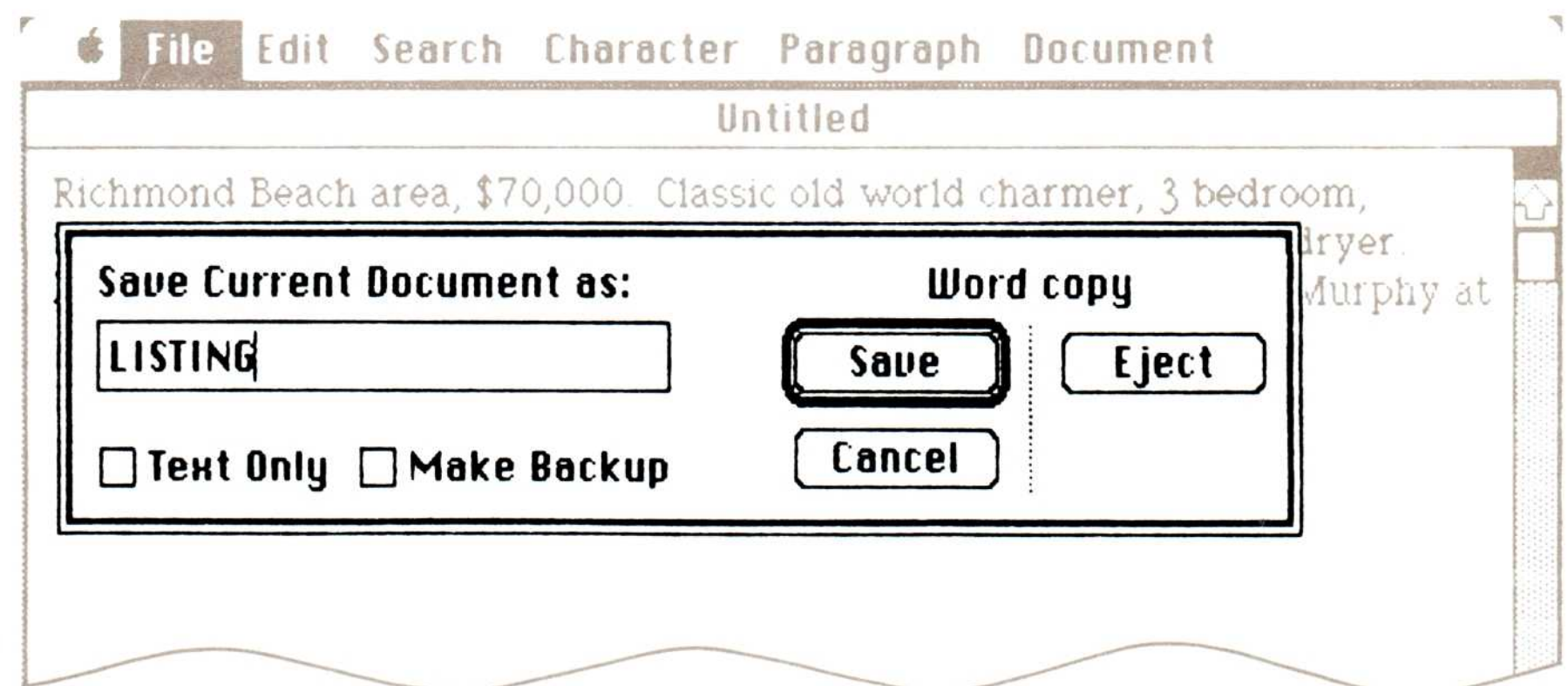
If you have a single drive system or if you plan to go through this lesson again, you probably won't want to save this document. You can go on to the next section and close the window.

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### Save the listing:

If you decide to save the listing, follow these steps.

- 1 Choose the Save As command from the File menu. The Save As dialog box appears.



- 2 Type *LISTING* in the box labeled "Save Current Document as:". This kind of box is called a "text box." *LISTING* will be the name of the newspaper listing.



- 3 Click the Save button. Word saves the document.

When you click the Save button, the number of characters in the document appears in the lower left corner of the window where the page number usually is.

For details on the other options in the Save As command, see Chapter 10, “Handling Documents.”

The listing stays on the screen so you can continue working after you save. For now, close the window and move on to another task.



## Closing the Window

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Although you can have up to four windows open at one time, it is easier to close windows that you are not using.

### Close the window:

- Choose the Close command from the File menu.

The window disappears and you see a blank, gray desktop.

Whenever you have unsaved changes or try to close a window containing a new document, Word asks if you want to save. This ensures that you will not accidentally lose your work. You will see a box that says “Save changes before closing window?”

For more information, see Chapter 10, “Handling Documents.”



## Murphy & Allen, Realtors

11950 16th Ave. E., Seattle, WA 98112

*Too Formal*



### PREPARING A HOME FOR SALE

*center*

The seller can understand that showing a home to its best advantage makes the buyer want to purchase quickly and at a better price. Here are some tested tips to set the stage for a profitable and early sale.

*indent*

Fix up inside. Badly faded walls or worn woodwork reduce appeal. Selective painting will help the seller add a fresh look. Clean windows and unmarred walls will create a bright, cheery appearance.

Make minor repairs. Dripping faucets call attention to faulty plumbing. The seller should make sure all plumbing is in good working order. If the seller can correct small items, a critical prospect can concentrate on major considerations. Loose door knobs and sticking drawers or doors can distract the buyer as well.

First impressions are important. The seller should keep the lawn trimmed and edged, cultivate flower beds, and remove all refuse or clutter from the yard, sidewalk, and porches.

The seller should pay special attention to the kitchen when preparing the home for sale. Shining ovens, ranges, and appliances will catch the buyer's eye and make a good impression. Keeping the counters and sink cleared and neat makes the kitchen look spacious. Colorful curtains in harmony with the counter tops and floors add appeal as well.

Bathrooms that sparkle can be a real plus. The seller should check and double-check them.

Bedrooms are important focal points. The seller will find it worth the effort to keep them neatly arranged.

*Repeat at end - important*



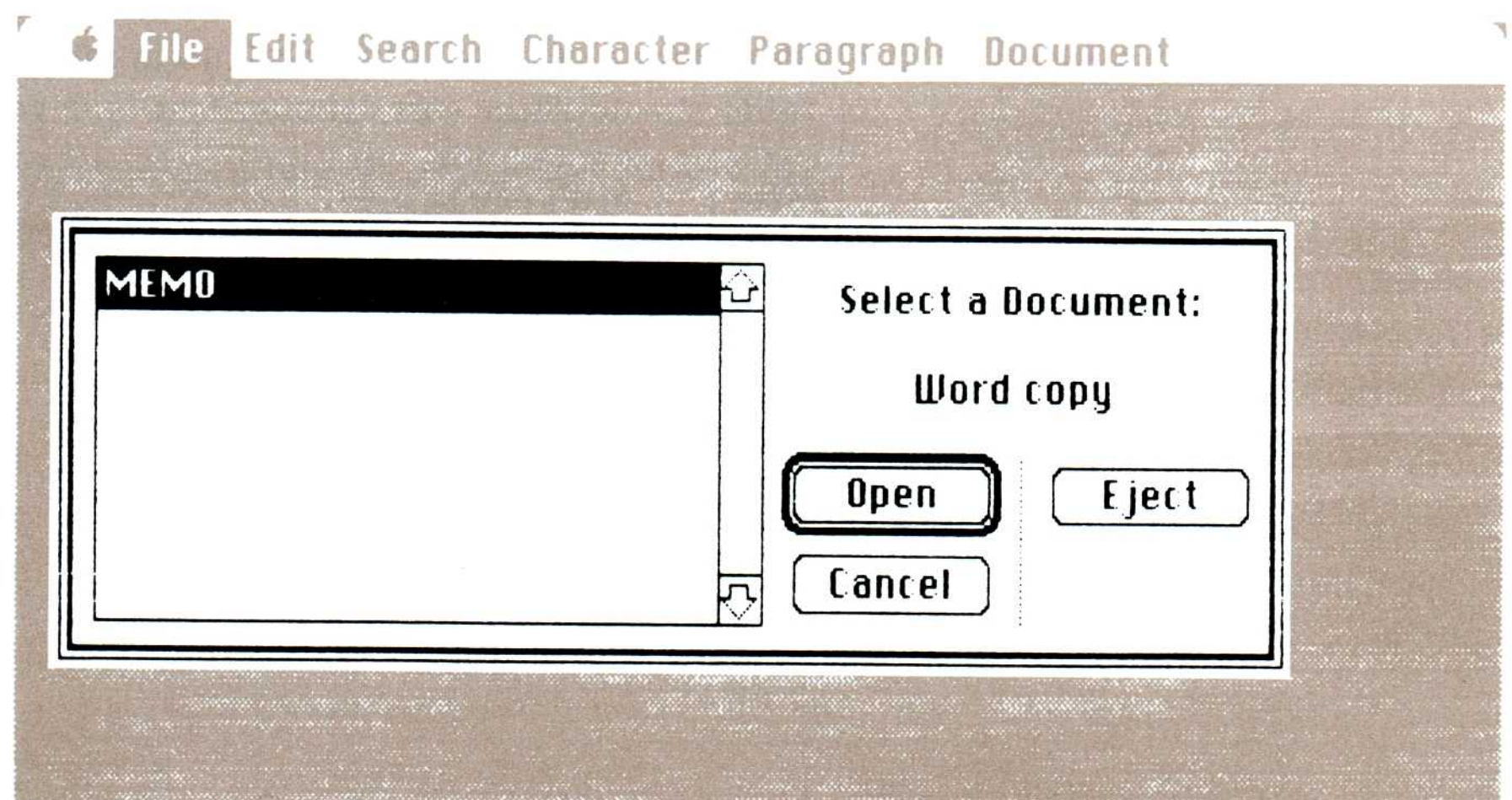
## 2 Revise a Document

Now that you are able to use Word to type, insert, and delete text, you can learn to edit a longer document. This time you will open a document already on your disk—a memo that lists suggestions on how to prepare a house for sale.

### Open the memo:

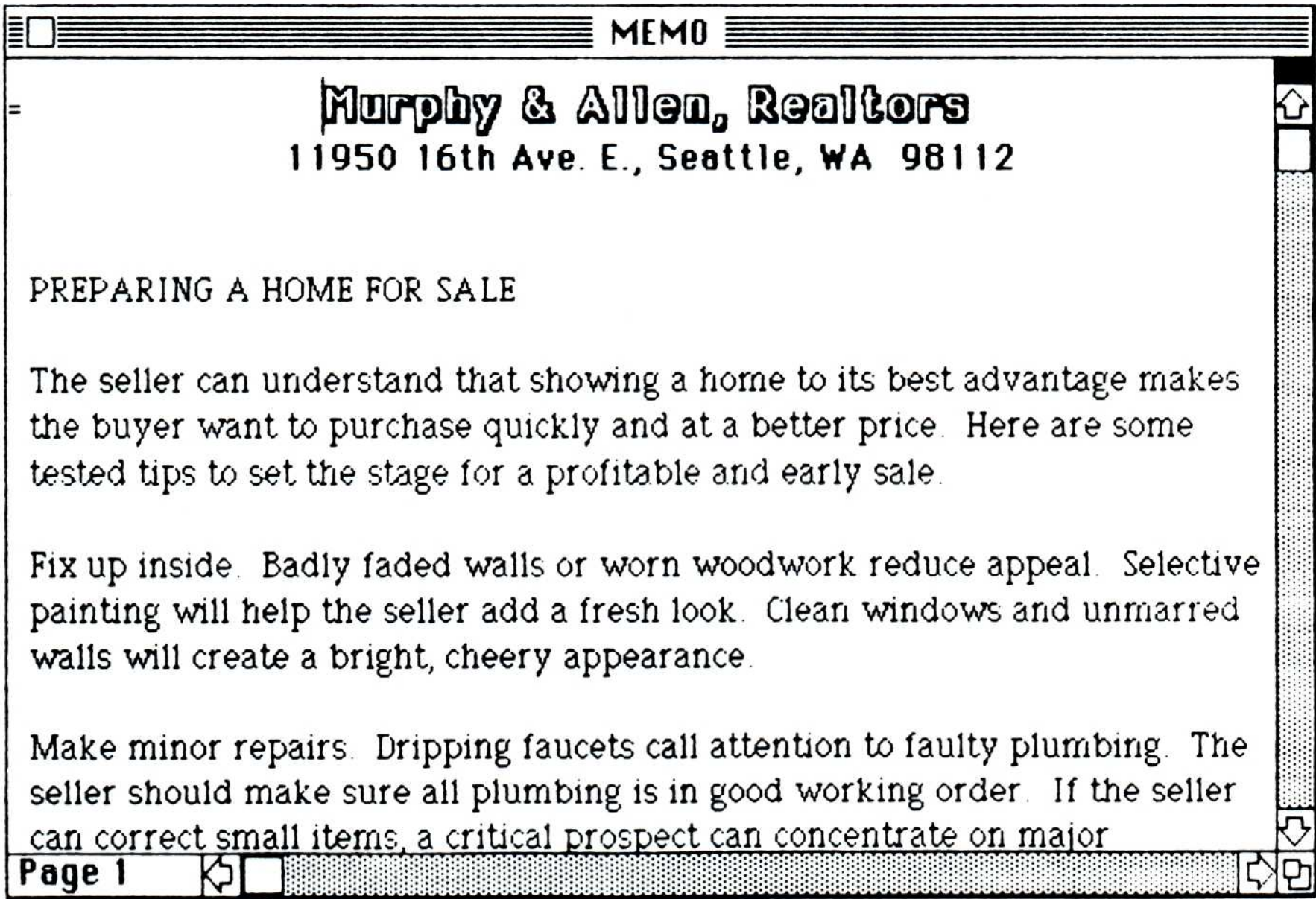
- 1 Choose the Open command from the File menu. A dialog box appears. The dialog box contains a list box displaying in alphabetical order the names of all documents on the disk. You may need to scroll to see the entire list.

*Scroll the list box to see a list of the documents on the disk.*





- 2 Double-click the document name MEMO. The document will appear on the screen.



Now you can start to edit the memo.



## Moving Text With Cut and Paste

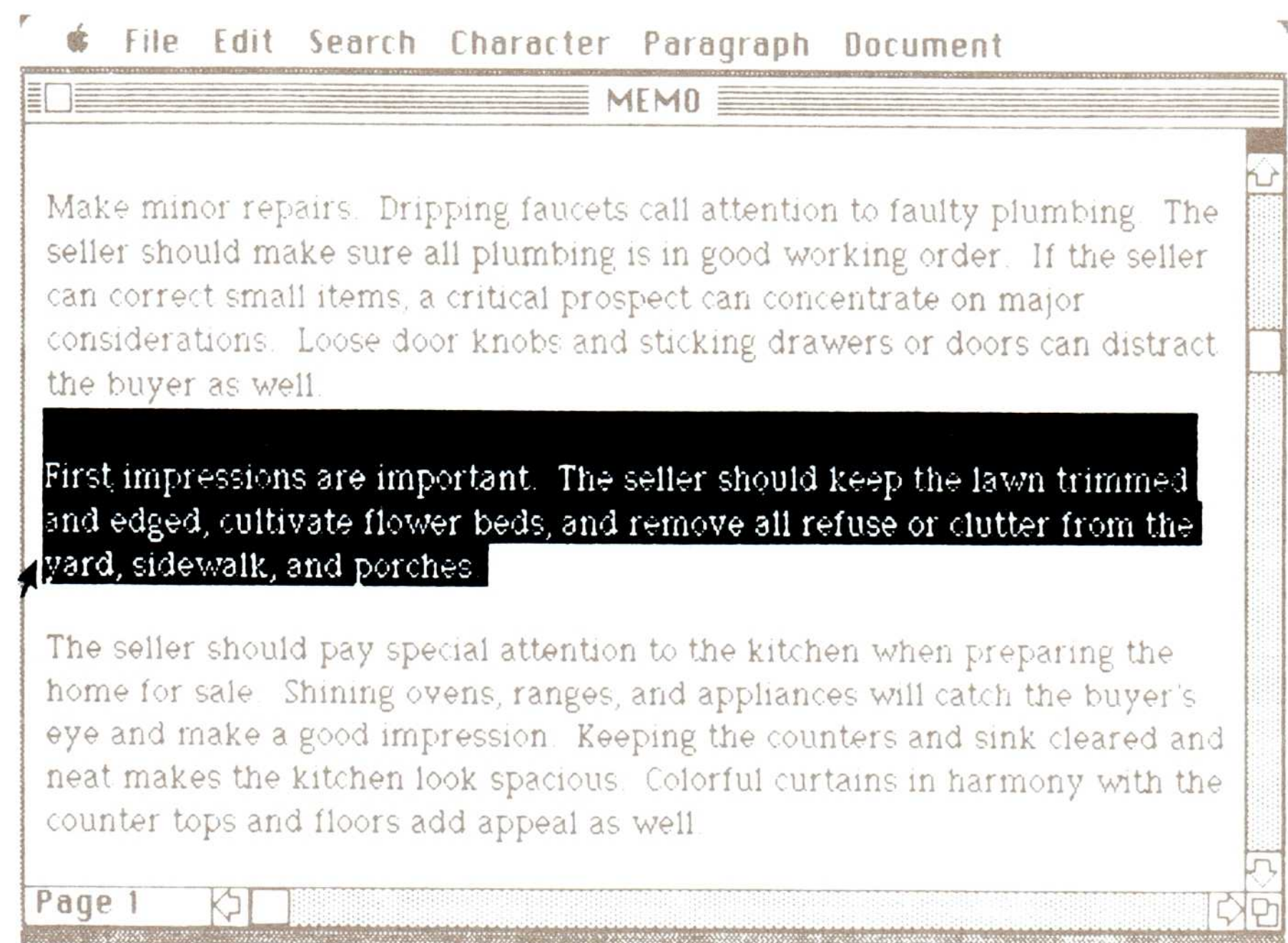
You move text in Microsoft Word the same way that you move text in other Macintosh applications. You simply cut text from the document, then paste it back from the Clipboard into the new location.

For example, you can move the paragraph starting with “First impressions are important...” closer to the beginning of the document.

### Select the paragraph:

- 1 Scroll down to the fourth paragraph in the document (beginning with “First impressions...”).
- 2 Move the pointer into the selection bar to the left of any line in the paragraph.
- 3 Double-click to select the entire paragraph.

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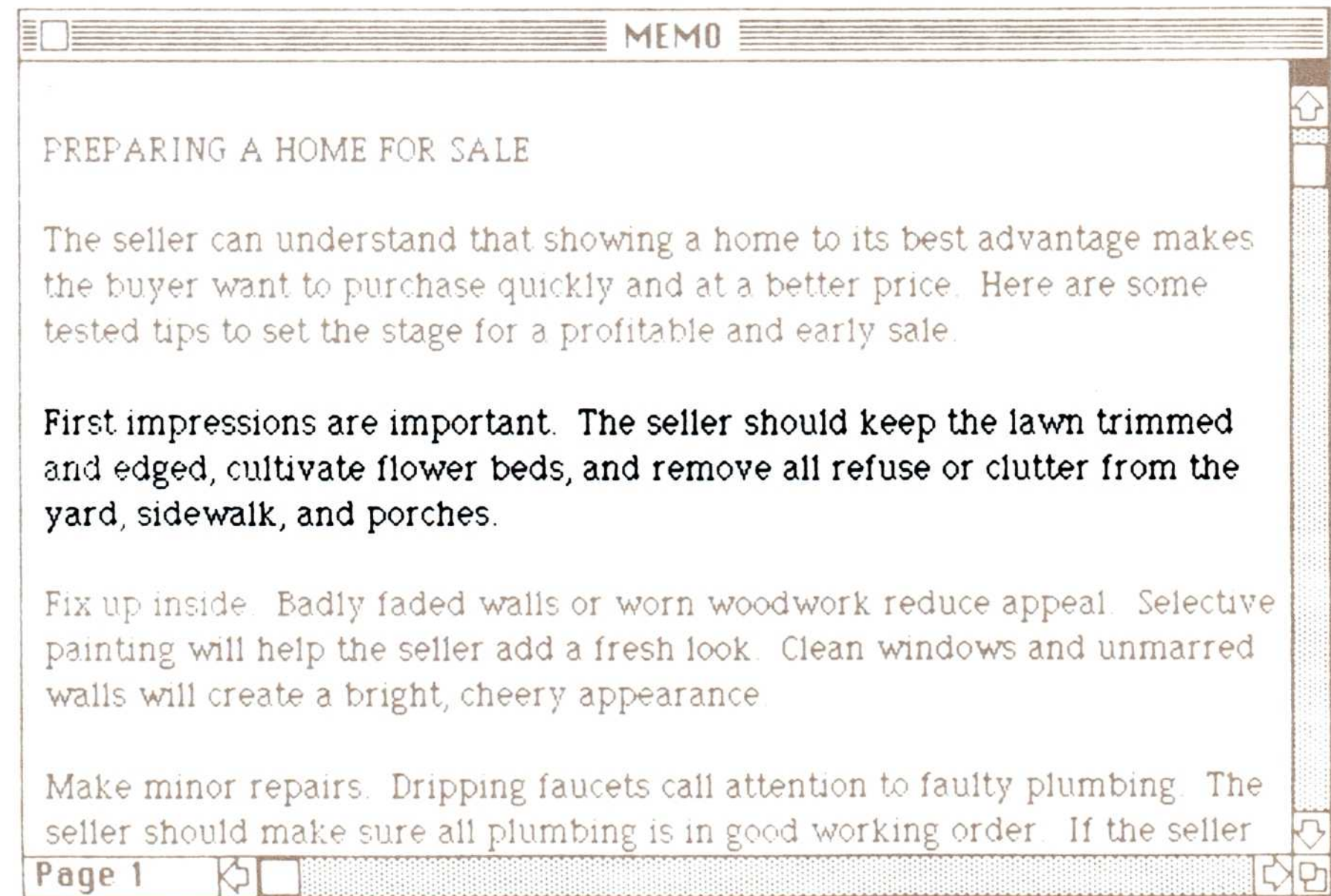


### Move the paragraph:

- 1 Choose the Cut command from the Edit menu. The paragraph is stored in the Clipboard.



- 2 Select the new location for the text, after the first paragraph in the memo. Place the insertion point just before the “F” in “Fix...”.
- 3 Choose the Paste command from the Edit menu. The paragraph reappears in the new location.



## Copying Text

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You copy text in the same way you move text. However, instead of choosing the Cut command, you choose the Copy command from the Edit menu.

For example, there is an important sentence in the fourth paragraph: “If the seller can correct small items, a critical prospect can concentrate on major considerations.” You might want to say this again at the end of the document.

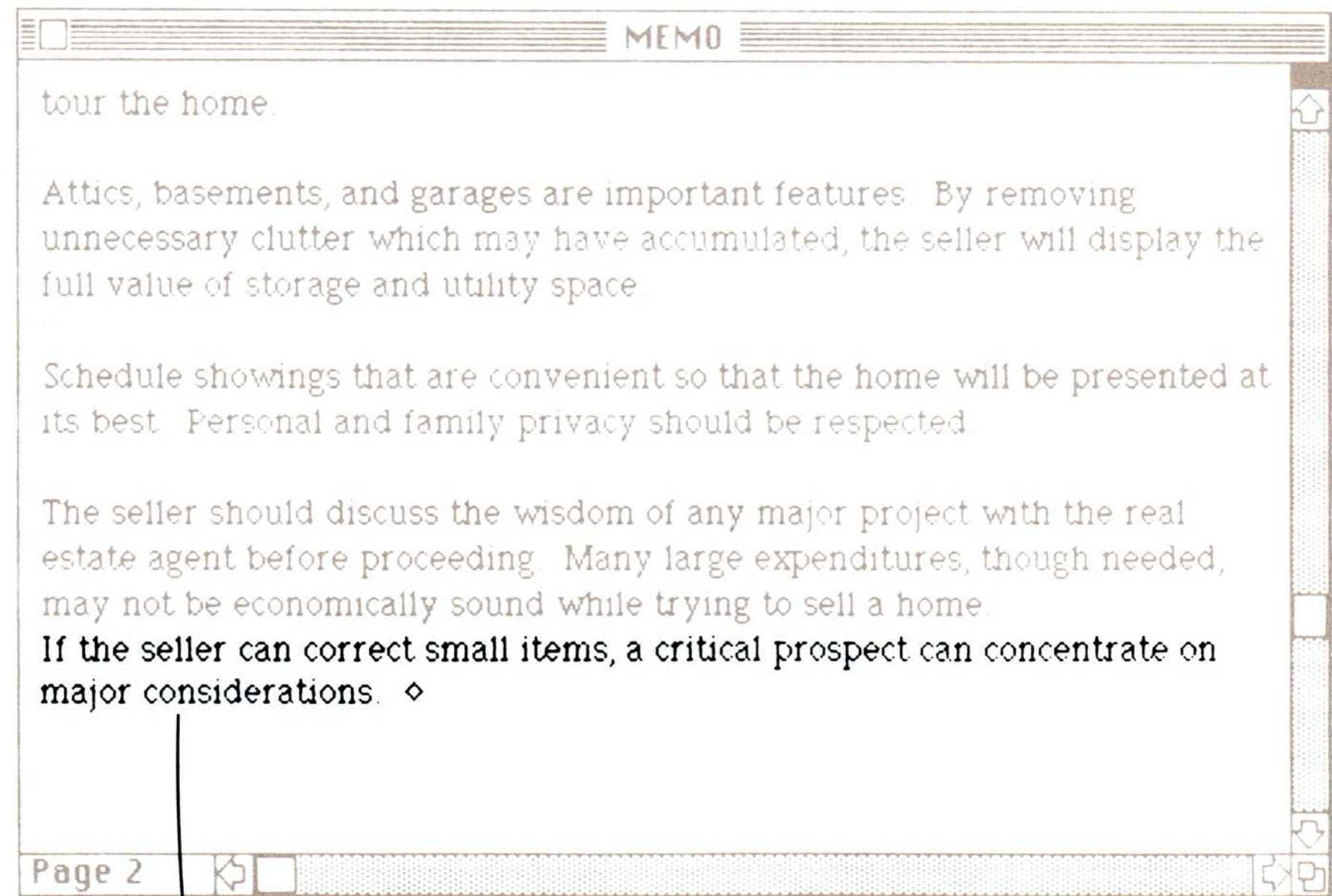
**First, select the sentence:**

- ❶ Place the insertion point anywhere in the sentence.
- ❷ Hold down the Command key while clicking the mouse.

**Copy the sentence:**

- ❶ Choose the Copy command from the Edit menu. The text is copied to the Clipboard.
- ❷ Place the insertion point just in front of the end mark.
- ❸ Choose the Paste command from the Edit menu. The sentence appears at the new location.





*Copied text at end of document*

Don't worry about the spacing around the sentence—you will fix this later on.

## Finding and Changing Text

---

You can easily find and change text with the commands on the Search menu. For example, you could use the Find command to search through a document for a name or phrase. The Change command finds and changes text. You can automatically change all occurrences of the text. Or you can go through and selectively change each occurrence, one at a time.

Use the Change command to replace all occurrences of “the seller” in the MEMO document with the word “you”.

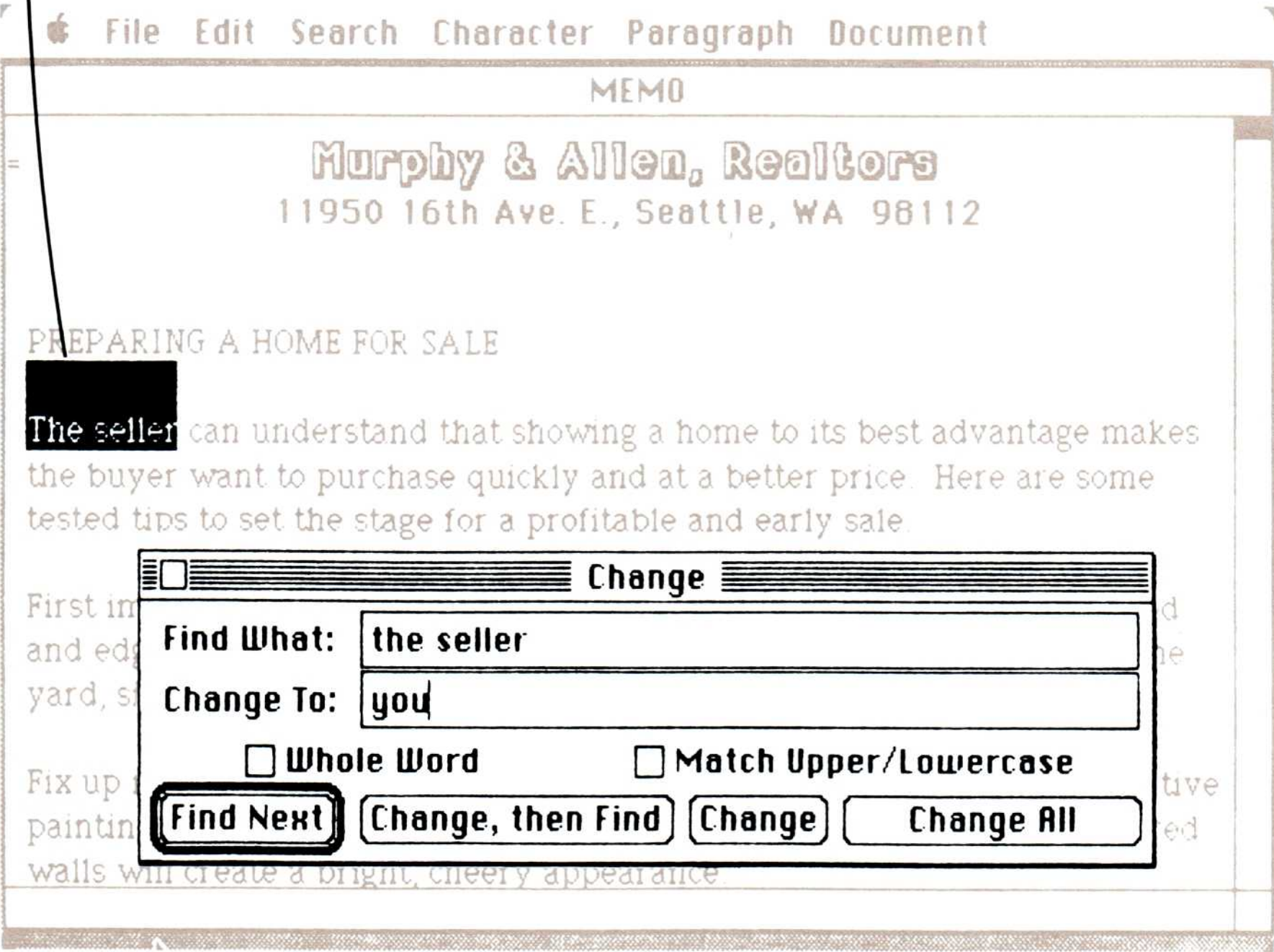
### Replace the text:

- 1** Choose the Change command from the Search menu. The Change command window appears. (You can move this window around by dragging the title bar if it obscures your text.)
- 2** Type in the text box labeled “Find What:” *the seller*
- 3** Press the Tab key to go to the next text box. Type the text you want to change it to: *you*



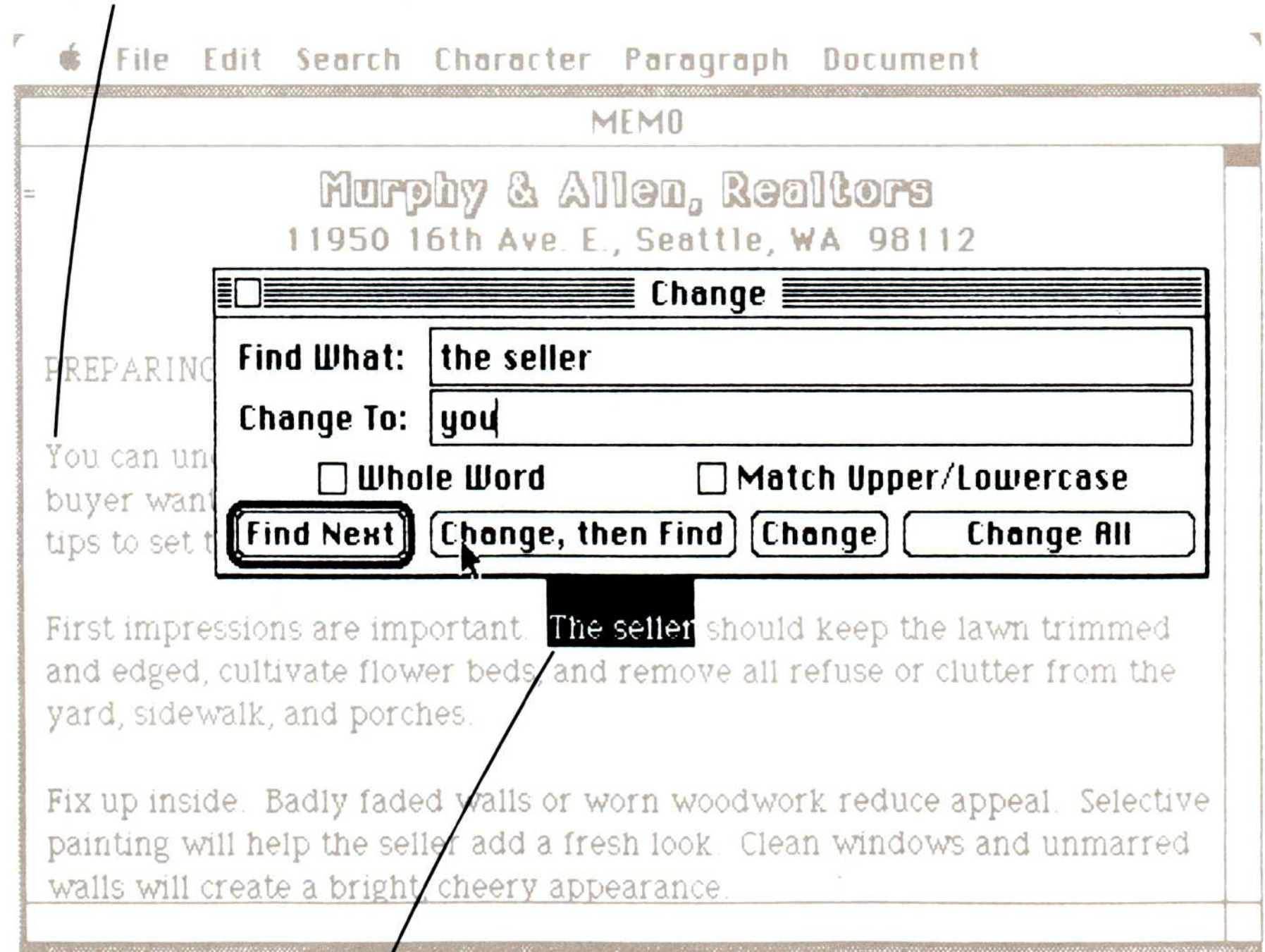
- Click the Find Next button. The first occurrence of “the seller” is selected.

First occurrence of “the seller”



- 5 Click the Change, then Find button to replace it and go to the next occurrence.

*"The seller" was changed to "You". Note that since "The seller" contains a capital letter, Word capitalizes "You" to replace it.*



*Next occurrence*

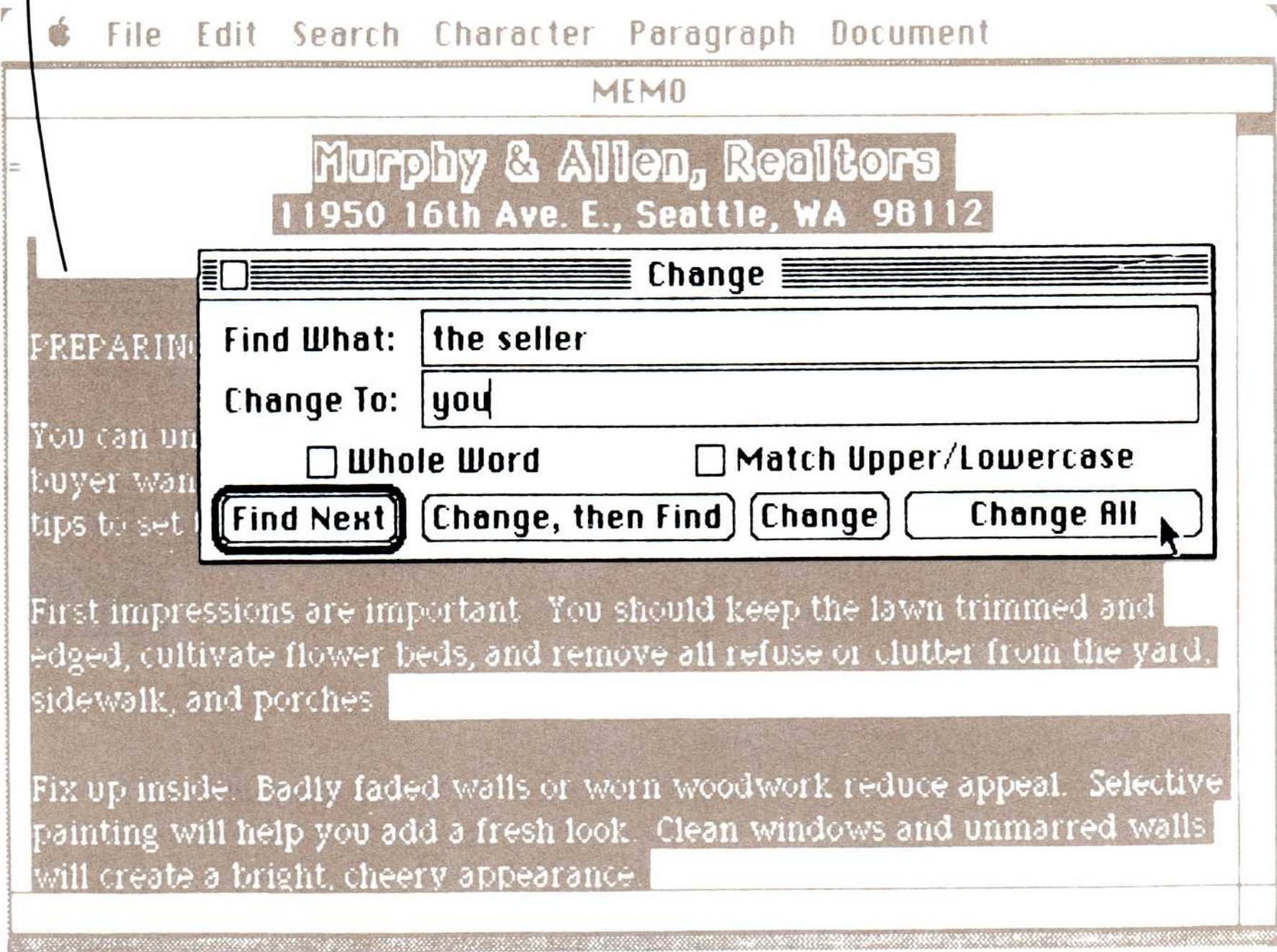
Word searches forward from the insertion point to the end of the document, then goes back to the beginning of the document and searches forward until it reaches the insertion point. In this case, the insertion point was next to the end mark, so Word went directly back to the beginning.

You can cancel a search at any time by holding down the Command key and pressing the period (.).



- To replace all occurrences of “the seller”, click the Change All button. All occurrences of “the seller” will be changed to “you”.

*When you change all occurrences, the entire document is selected.*



Now close the Change window.

**Close the window:**

- Choose the Close command from the File menu, or click the close box on the Change window.



# 3 Change the Appearance of Your Document

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With Word, there are many ways you can format, or change the appearance of, your document. You can change the shape, size, and position of the characters for emphasis. Or you can change the way a paragraph aligns on the margin, the indentation, or the amount of space between lines. You can structure and organize your text into columns or tables.

## Formatting Paragraphs

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41

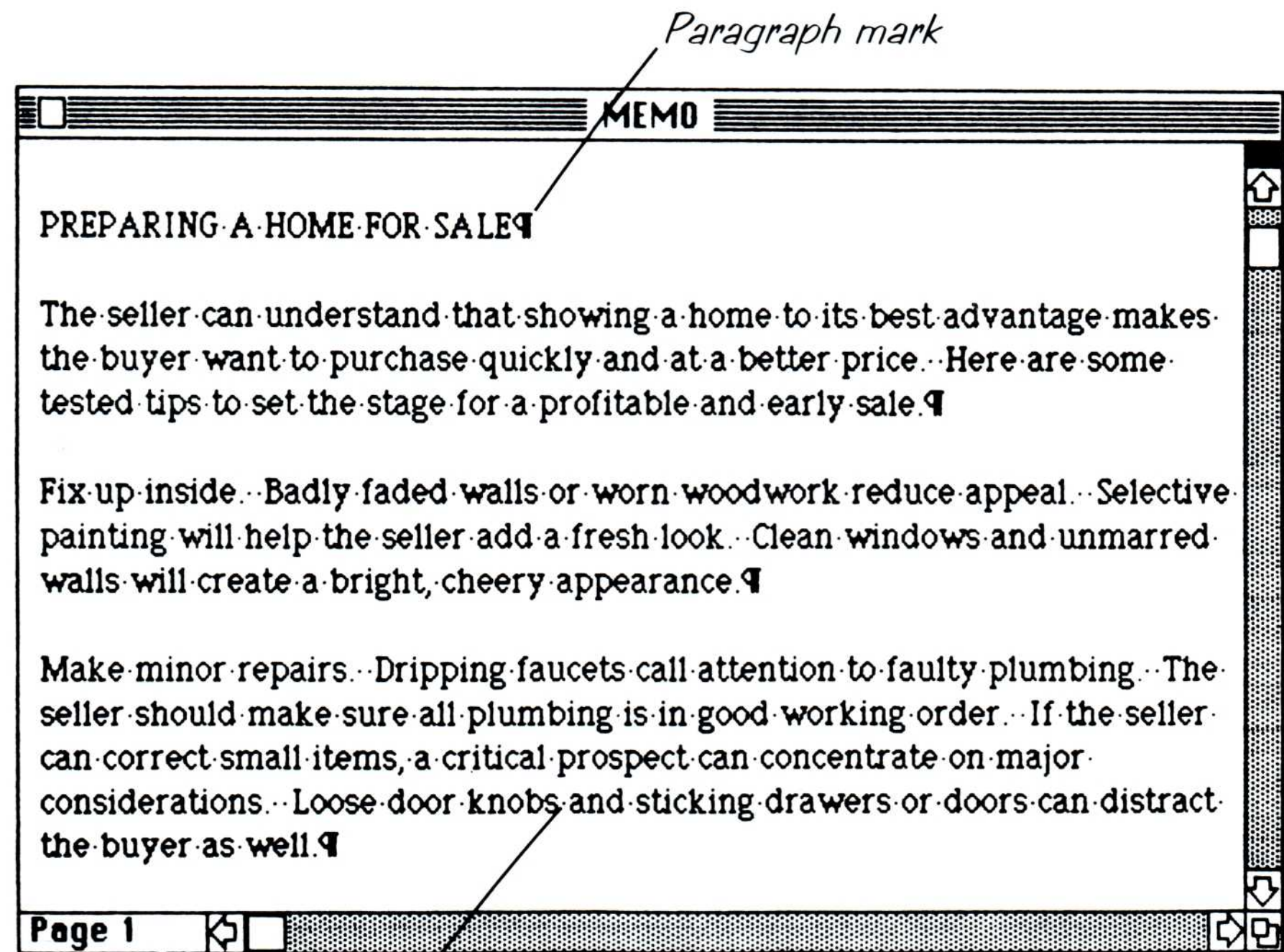
A paragraph is a group of related concepts, and can be as long or short as you want. The Paragraph menu commands give you the power and flexibility to format paragraphs in your document in a variety of ways.

When you use Word, pressing the Return key inserts a “paragraph mark,” which is the end of the paragraph. The paragraph includes any text you type before pressing the Return key, plus any formatting to the characters or to the paragraph. When you insert or delete text, text wraps and realigns only within that paragraph. This is why you should not use the Return key to end a sentence; if you do, all your sentences will become paragraphs and must be formatted individually.

The paragraph mark is normally invisible. You can display it by choosing



the Show ¶ command on the Edit menu; do so now if you want to. Then you can make it invisible again by choosing Hide ¶.

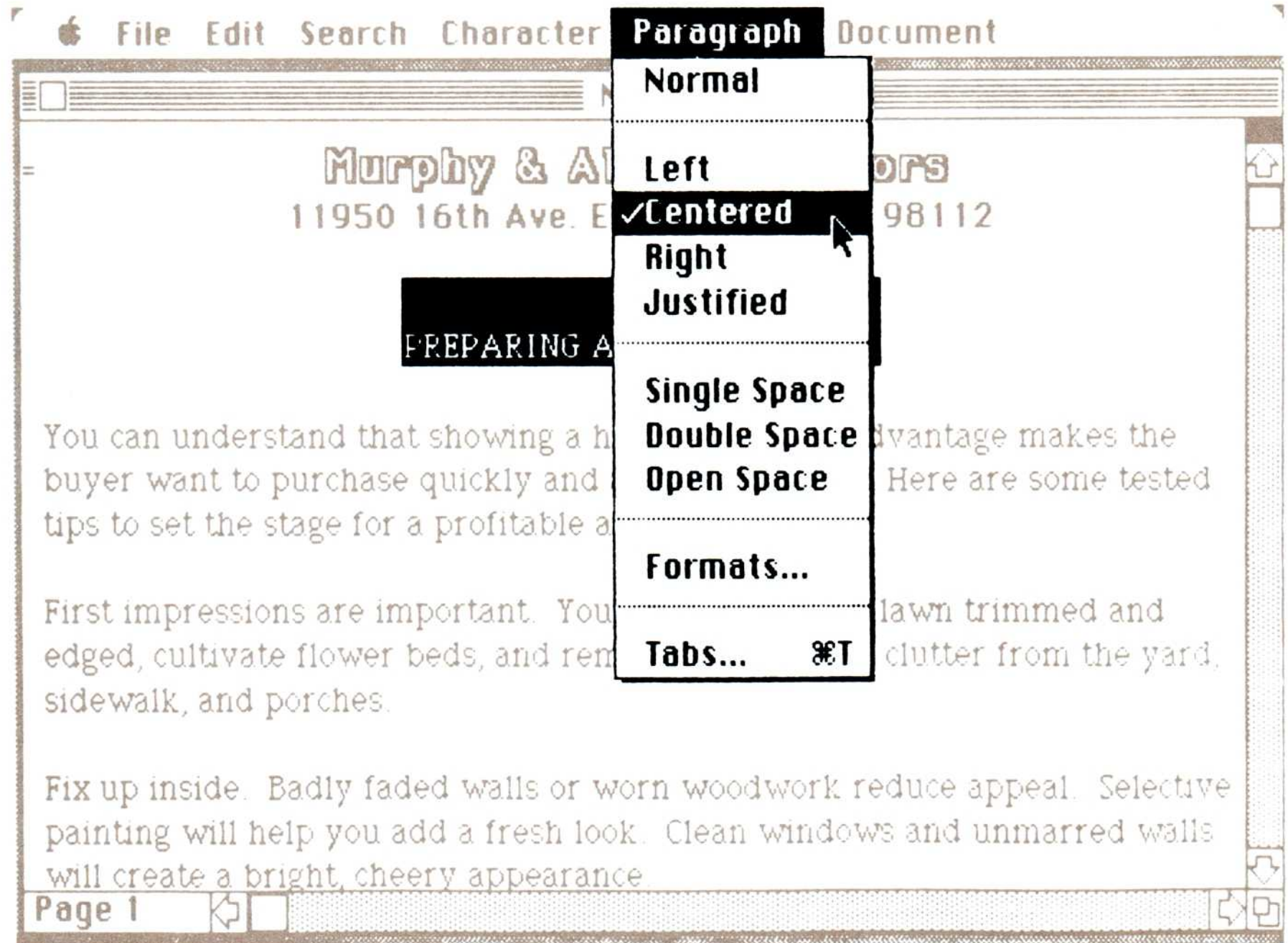


A paragraph can be at any logical break in the text. For example, the MEMO title "Preparing a Home for Sale" is a paragraph. You can emphasize the title by centering it.



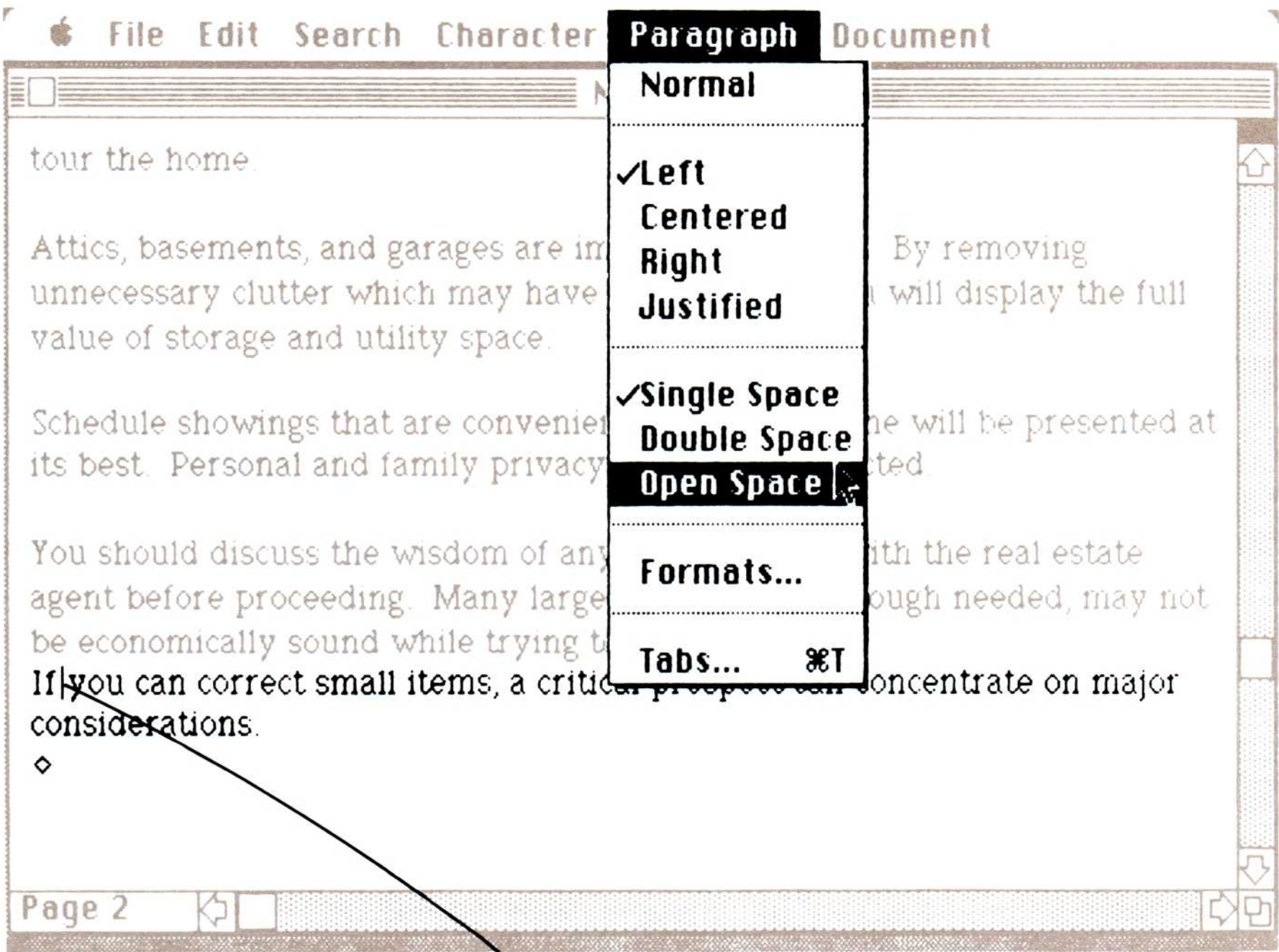
## Center the title:

- 1 Select the title; or make sure the insertion point is in the title.
- 2 Choose Centered from the Paragraph menu.



The Paragraph menu commands set the line spacing for a paragraph. All of the paragraphs in the MEMO document have an extra space between them—except for the last paragraph, which you copied earlier.

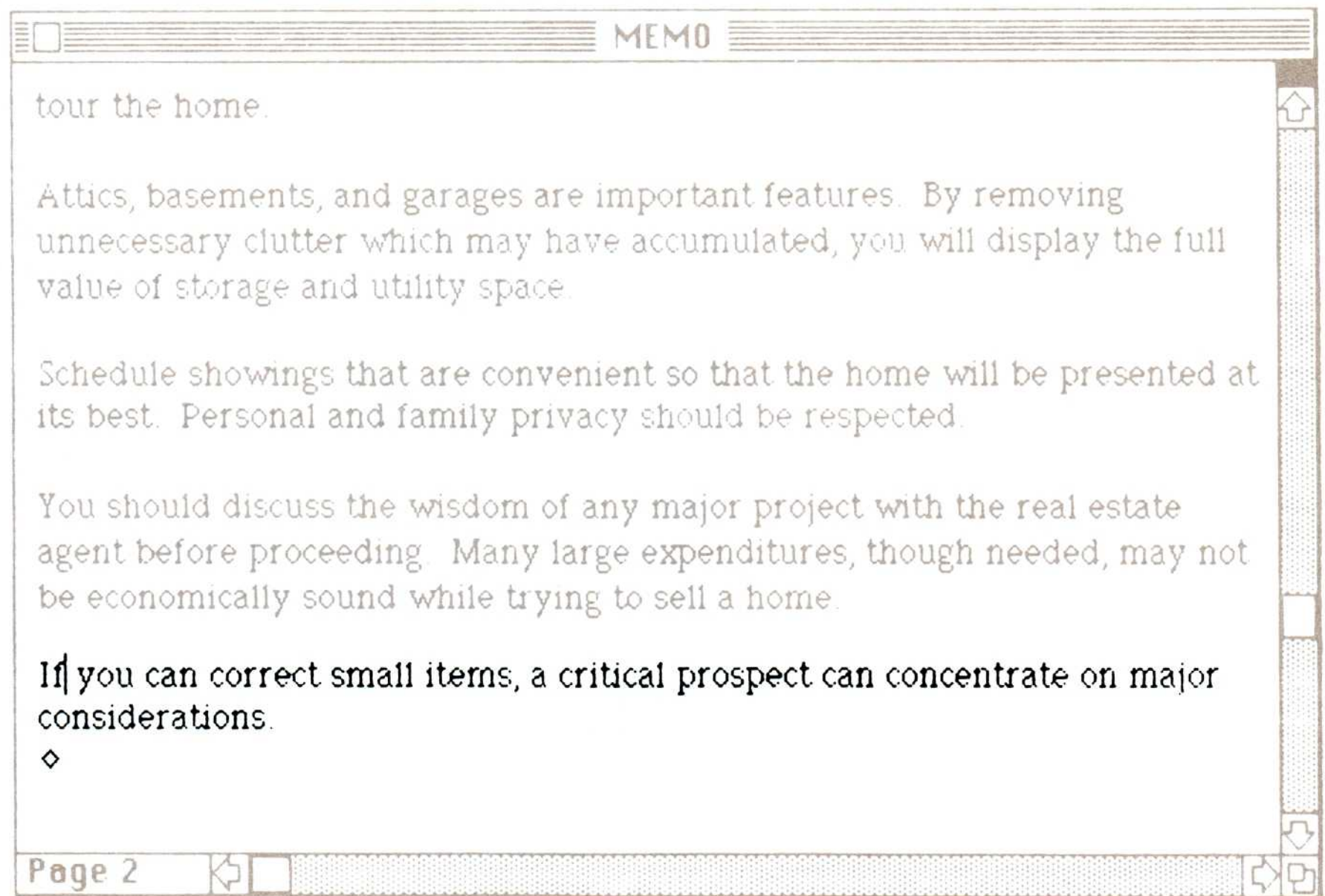




*The insertion point should be in the paragraph you want to open space above.*

**Open space above the paragraph:**

- 1 Move the insertion point to any spot within the paragraph.
- 2 Choose the Open Space command from the Paragraph menu.



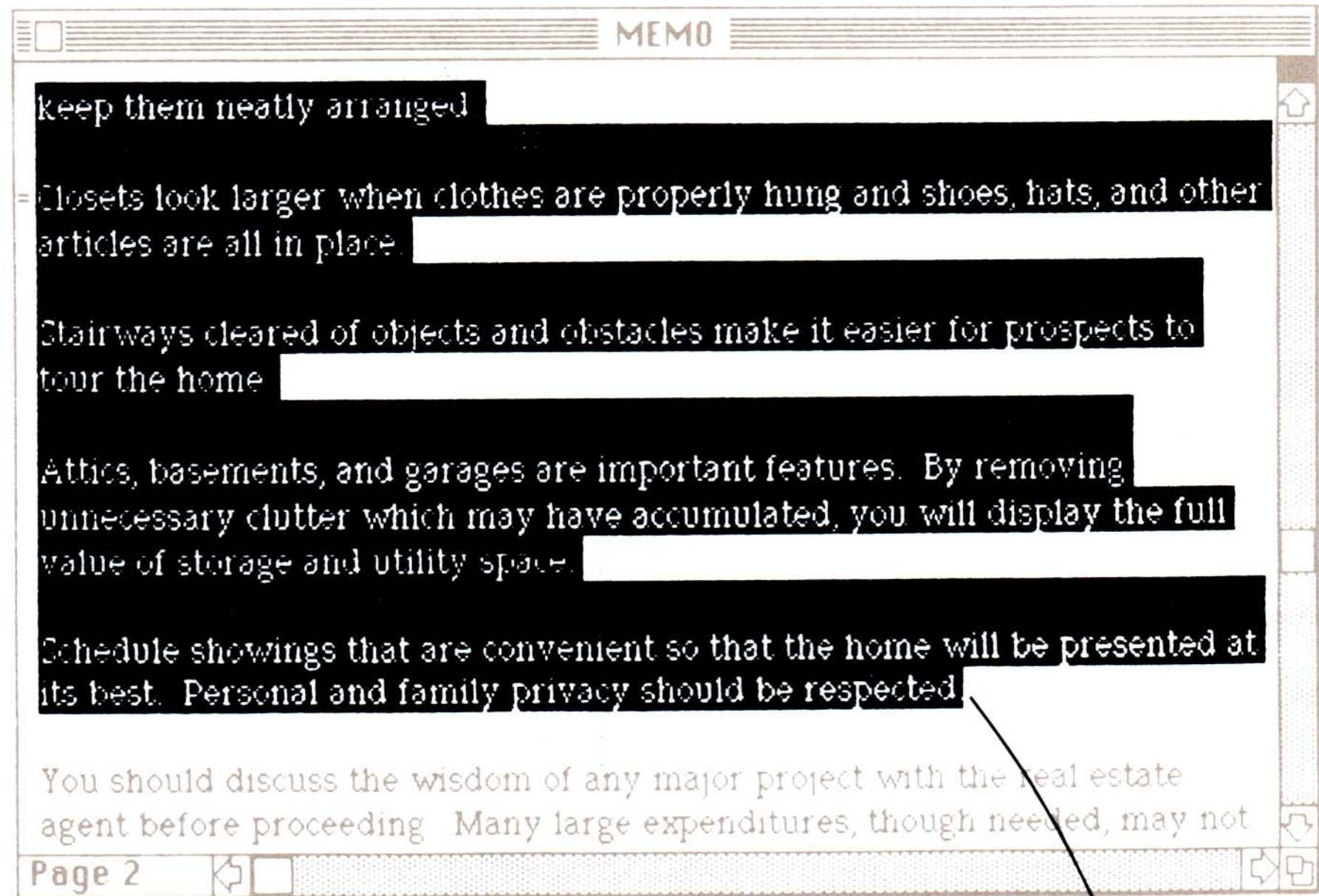
The memo will look more like a list of suggestions if you indent some of the paragraphs. Start with the “First impressions...” paragraph and continue through the “Schedule showings...” paragraph.

## Select the paragraphs:

- 1 Move the pointer into the selection bar next to the line starting with “First impressions...”.
- 2 Click to select the line.
- 3 Scroll toward the end of the document. Locate the paragraph starting with “Schedule showings...”.
- 4 Position the pointer over the period after “respected”.



- 5 Hold down the Shift key and click. The paragraphs from the selection to the pointer are selected.



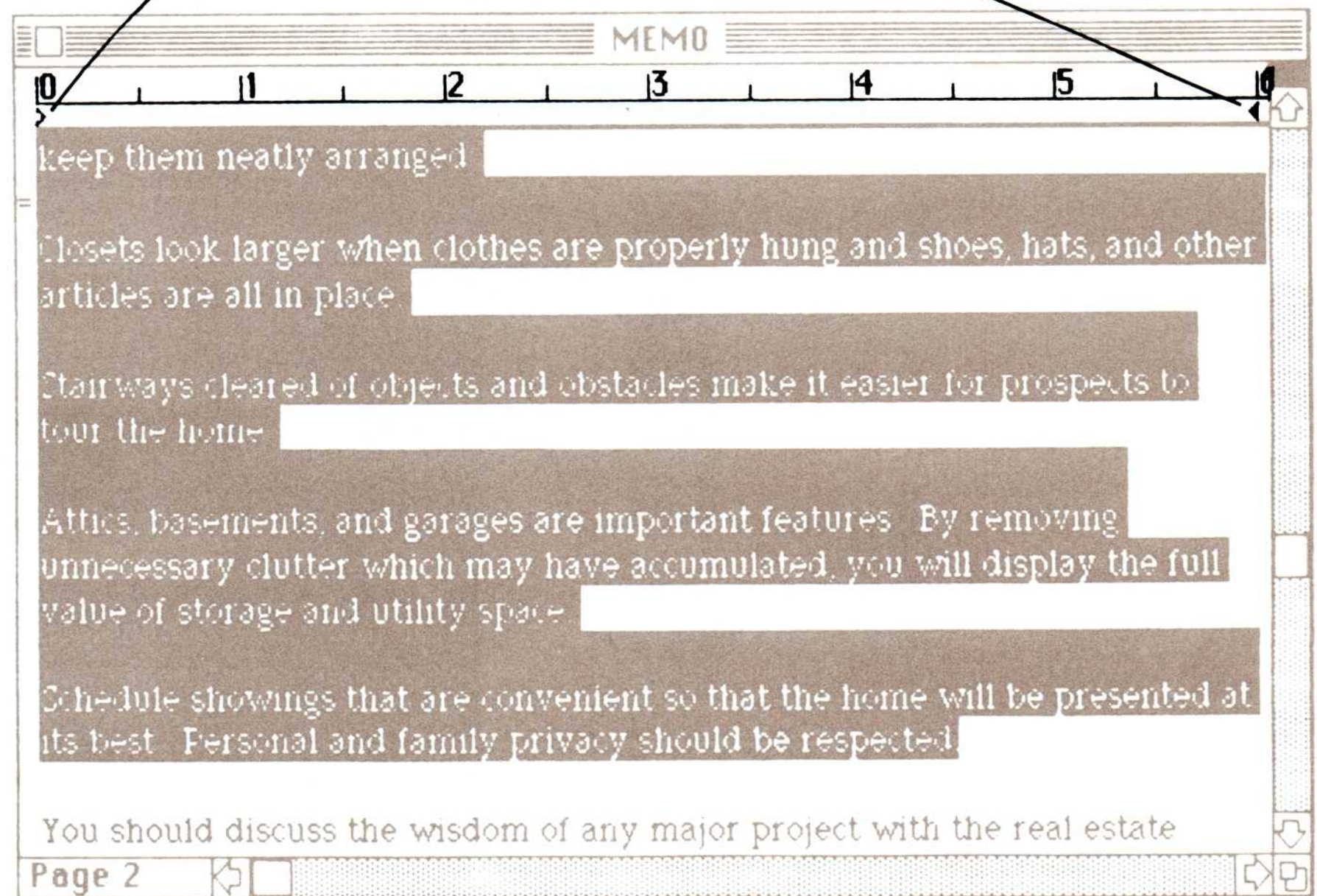
*Shift-click here to extend the selection.*



## Indent the paragraphs:

- 1 Choose the Show Ruler command from the Edit menu. The ruler appears at the top of the window. You can set indents and tab on the ruler quickly and easily—and you can see how your formatting changes look right away.

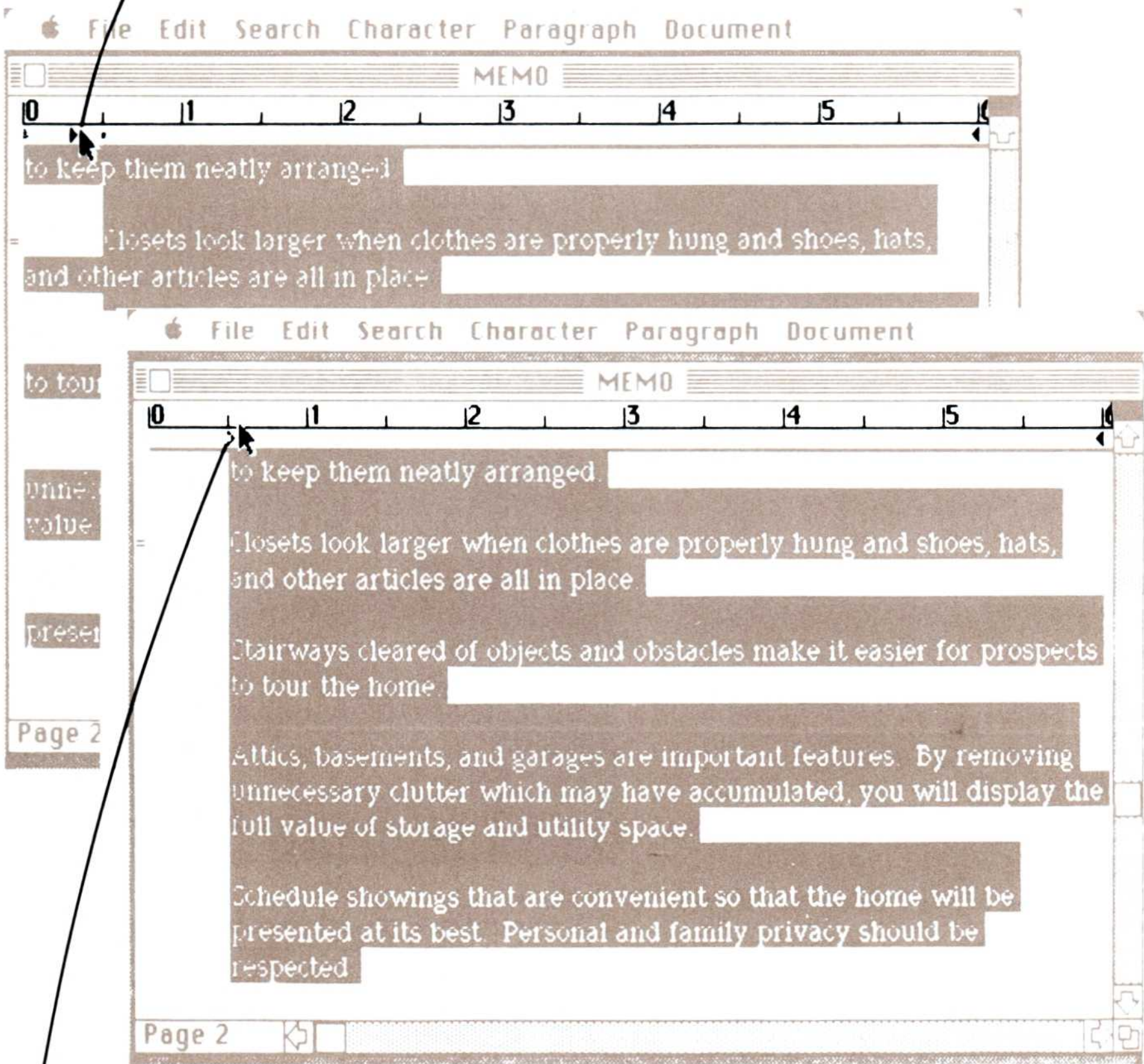
*You will use these triangular markers to set indents.*



- 2 Click and drag the marker on the left margin. The small square marker is picked up by the mouse first. This is the marker for the first line indent. Click and drag this square marker to the half-inch mark.
- 3 The two triangles at either end of the ruler are for left and right indents. Click and drag the left triangle to the half-inch mark.



*Click and drag the first line indent marker, then the left indent marker.*



*When you release the mouse button,  
your indent is changed.*

If you want to hide the ruler again, choose the Hide Ruler command on the Edit menu.



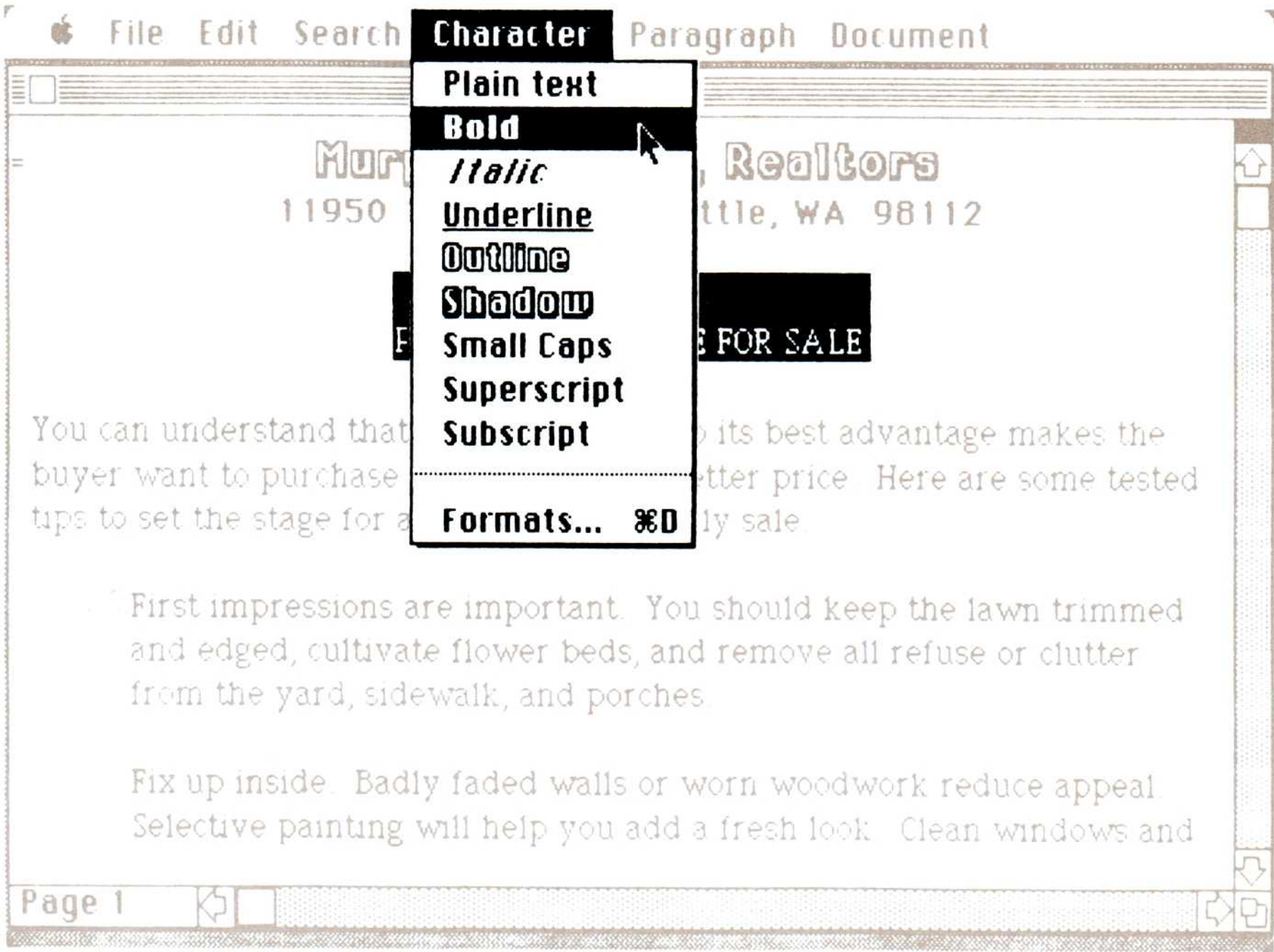
# Emphasizing Characters

You can emphasize characters by formatting them with the commands on the Character menu.

For more impact, make your MEMO document title boldface.

Make the title boldface:

- 1 Select the title by clicking next to it in the selection bar.
- 2 Choose Bold from the Character menu.

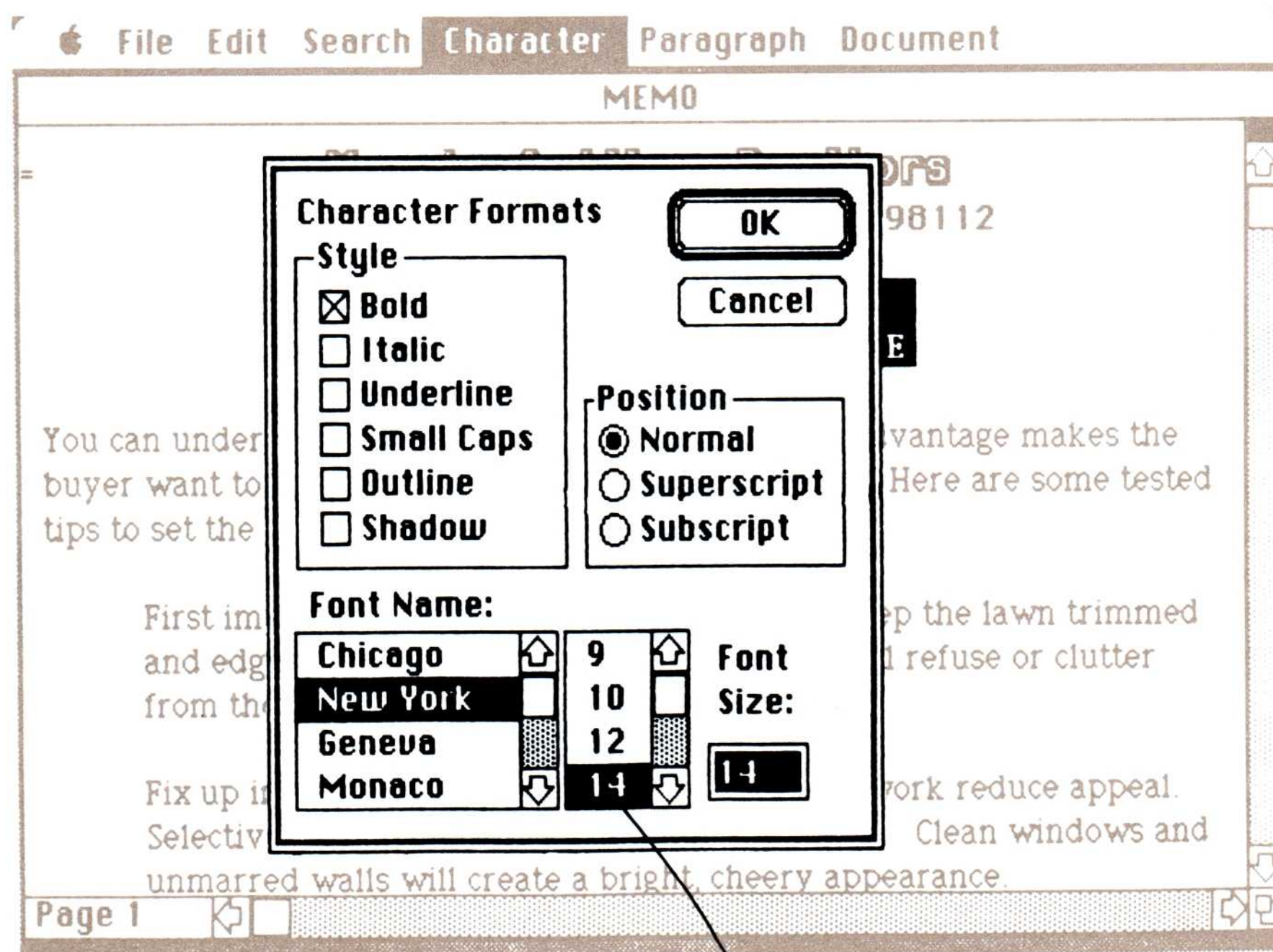


Perhaps more emphasis is needed—making the title larger might help.



## Make the title larger:

- 1 Make sure the title is still selected.
- 2 Choose Formats from the Character menu. A dialog box appears containing a list box of fonts. (The font is the design of the alphabet that characters are displayed in.) The font sizes are on the right side of the font list box. The list shows the sizes available for the selected font—in this case, New York, which is the preset font.



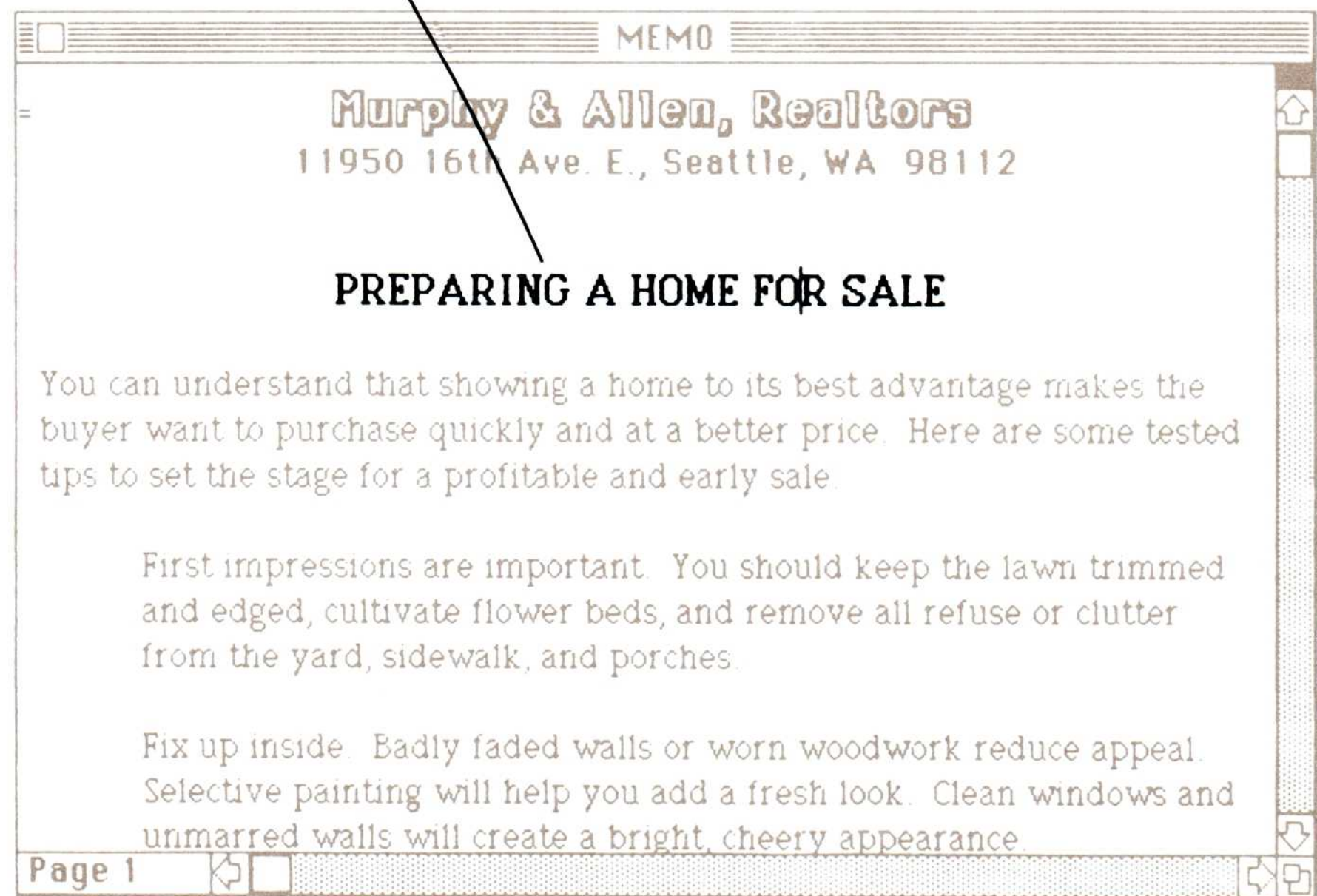
*Click to select the font size.*

- 3 Word presets the font size at 12 points. Click to select 14 from the right side of the list box. (The text box at the right labeled "Font Size:" reflects the change; you could also type a number here to change the font size.)



- 4 Click the OK button.

*The title is now larger.*



Note that the dialog box for Formats also contains check boxes for the other commands on the Character menu—Bold, Italic, Underline, Small Caps, Outline, Shadow, Normal, Superscript, and Subscript. You can use the Character Formats command to set all your formatting at once.

See “Formatting Characters” in “Using Word” for more information on any of these commands.





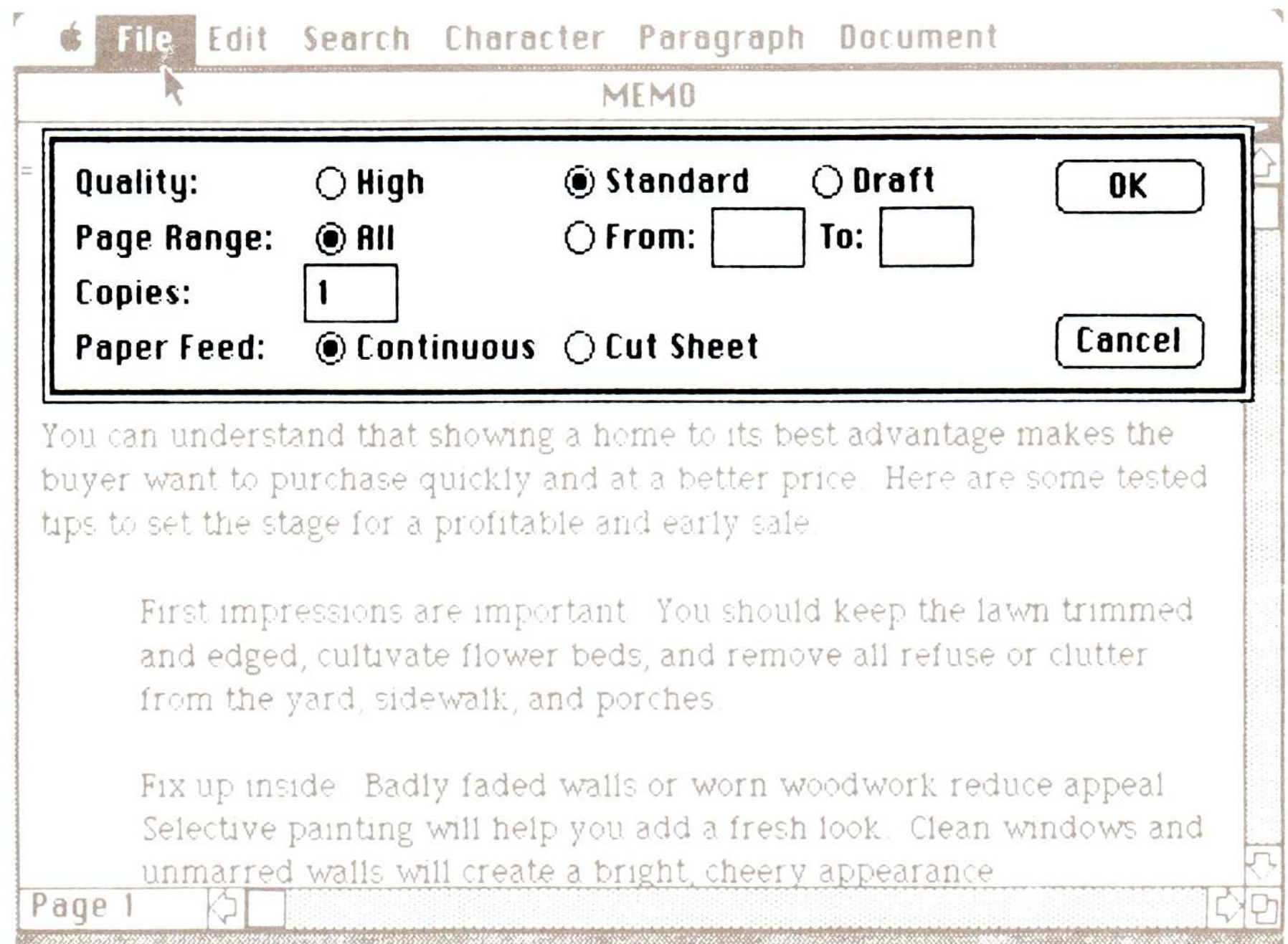
## 4 See It in Print

You can see the result of your work now by printing your document.

Before you start, make sure your printer is plugged in and installed properly. See your printer manual for instructions. If you are using a daisywheel printer, see “Appendix E, Daisywheel Printers.”

### To print:

- 1 Choose the Print command from the File menu. You will see a dialog box.



- 2 If you are using individual sheets of paper, click next to the “Cut Sheet” option. If you have questions about any of the other settings, see Chapter 9, “Printing Documents.”
- 3 Click the OK button. Your document will start to print.





# 5 Finish the Session

---

At this point, you can continue to practice using Microsoft Word, or you can quit.

## When you want to quit:

- 1 Choose the Quit command from the File menu.
- 2 You will be asked if you want to save your changes.

If you want to go through “Learning Word” again, or if someone else will be learning to use Word, click No to discard the changes to the MEMO document you made in this session. Word quits and returns to the Finder. Your changes to the document are discarded.

If you want to save, click Yes.

When all documents are saved, Word quits and returns to the Finder.

If you don’t plan to work through “Learning Word” again, you can free work space on your copy of the Word disk by deleting the MEMO document or by moving it to another disk. It is easiest to do this with the Finder.

Eventually, as you become more experienced with Word, you may want to move the help file to another disk also.



## Review

---

In “Learning Word,” you used the basic word processing techniques that you’ll need to build more sophisticated documents. And you have seen some of the ways that Word simplifies your writing and editing tasks.

You have learned to:

- Start Word
- Type a new document
- Insert text by:
  - Selecting the insertion point, then typing
- Reverse an action with the Undo command
- Select text:
  - A character
  - A word
  - A sentence
  - A line
  - A paragraph
- Extend the selection
- Delete text by:
  - Typing over the selection
  - Choosing the Cut command
  - Pressing the Backspace key
- Ask for help using the About Microsoft Word command and by pressing Command-?
- Save your work using the Save As command
- Close the window
- Open a document with the Open command
- Move text by:
  - Selecting the text
  - Choosing the Cut command
  - Selecting an insertion point
  - Choosing the Paste command to insert the text

- Copy text by:
  - Selecting the text
  - Choosing the Copy command
  - Selecting an insertion point
  - Choosing the Paste command to insert the copied text
- Find and change text two ways using the Change command:
  - Finding then changing text
  - Replacing all occurrences of the text
- Center the title by:
  - Selecting the title
  - Choosing the Centered command from the Paragraph menu
- Indent paragraphs by:
  - Selecting the paragraphs
  - Dragging the indent markers on the ruler
- Make text boldface for emphasis by:
  - Selecting the text
  - Choosing the Bold command from the Character menu
- Change the font size by:
  - Selecting the text
  - Choosing the Formats command from the Character menu
  - Choosing the new size in the list box
- Print a document using the Print command
- Quit Word using the Quit command

If you have questions about performing specific tasks, refer to the “Using Word” section of this manual. If you have questions about the individual commands, see “Word Reference.”

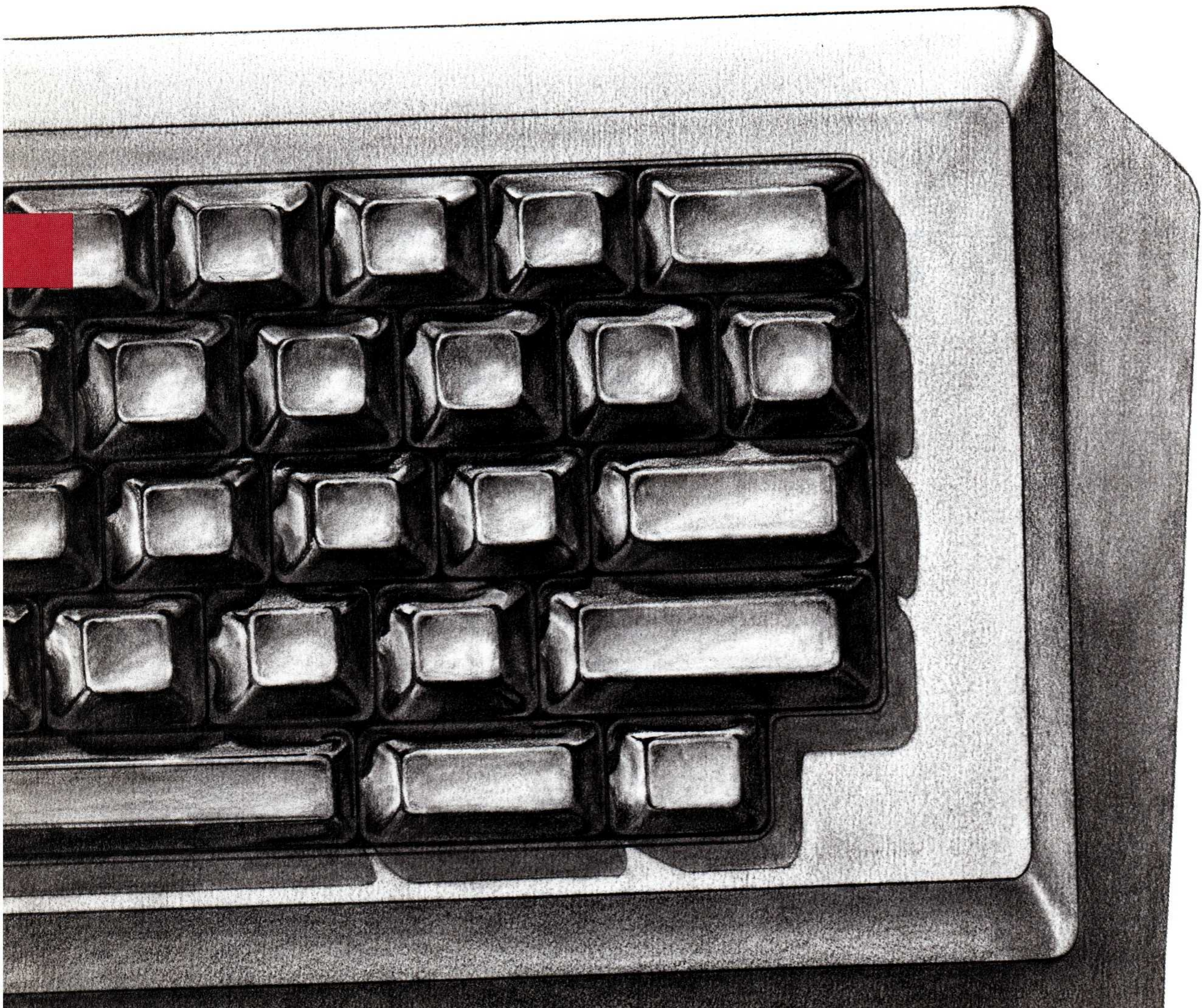


# Using Word

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“Using Word” describes Word features and explains how to write and produce a variety of documents that fit almost every need. The material is divided into five chapters that cover the

main tasks: editing, formatting, creating complex documents, printing, and handling documents.





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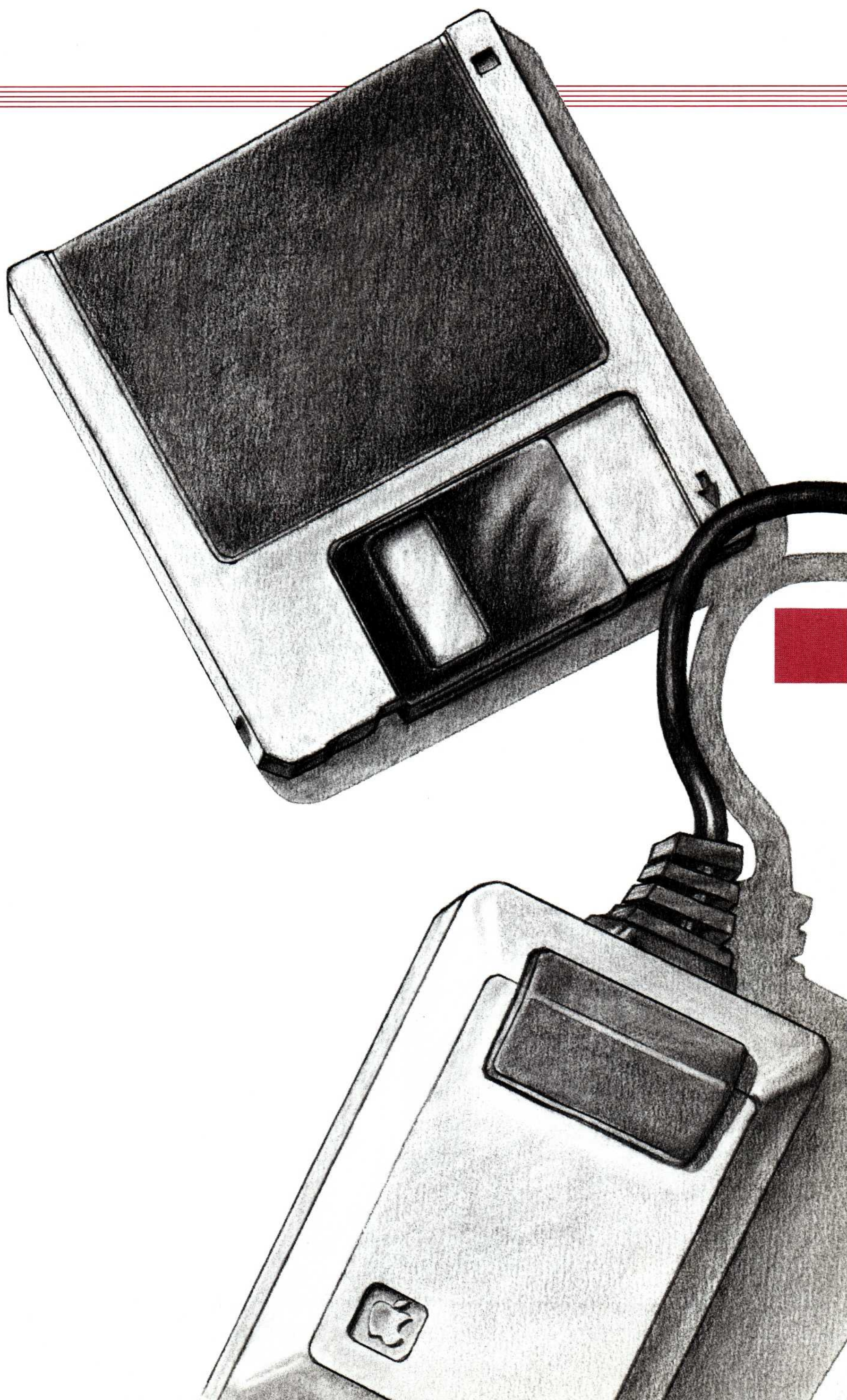
Many of the tasks that were described in step-by-step procedures in “Learning Word” are explained in greater detail in this section.

“Using Word” shows you how to use Word’s special features to make your work easier. For instance, you will learn how to use the glossary function to store frequently used pieces of text that you can recall with a few simple keystrokes. You might use the glossary to store your return address, or long titles, or equations. Running heads are also described in this section. You can create running heads with Word to give your documents a professional, finished look.

If you create documents that need footnotes, you will learn how to create footnotes in this section. Word follows your directions and automatically places the text and the footnotes for you.

If you need form letters or other kinds of form documents, you will learn how to create these in this section.

The following list shows which tasks are described in each chapter.





<i>If you want to...</i>	<i>See:</i>
Select text	Chapter 6 Editing With Word
Insert or delete text	
Move or copy text	
Find and/or change text	
Work with more than one window	
Create a “glossary” for repetitive text	
Change font, font size, or position of text	Chapter 7 Formatting Your Work
Indent text	
Change line spacing	
Set tabs	
Create running heads	
Footnote text	Chapter 8 Working With Complex Documents
Number pages	
Change the position of footnotes, running heads, or page numbers	
Vary the format of a document	
Change the margins	Chapter 9 Printing Documents
Print a document	
Print a form document	
Open a document	Chapter 10 Handling Documents
To save a document	

See “Word Reference” for information about individual commands.

# 6 Editing With Word

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This chapter summarizes the basic editing techniques that you can use to revise and refine your documents. If you have read “Learning Word,” you will find that this chapter reviews the techniques you learned there. This chapter also covers Word’s more advanced editing functions.

## **In this chapter:**

- Entering Text
- Selecting Text
- Inserting
- Deleting
- Moving and Copying
- Undoing Your Last Change
- Finding and Changing Text
- Going to a Specific Page
- Using Windows
- Inserting Frequently Used Text: The Glossary



## Entering Text

---

To enter text with Microsoft Word, start the program, then start typing. There are several things you should keep in mind:

- Words that are too long for a line are moved to the next line automatically. This is called “wordwrap.” Wordwrap also occurs when you insert or delete text; your lines are adjusted automatically.
- Use the Return key only to end a paragraph. Do not use the Return key to end each line.
- Use the Backspace key to erase mistakes as you type.

Word also uses key sequences to perform special editing tasks and to insert some special characters.

Press the new line key sequence to end a line without starting a new paragraph.

The new page key sequence inserts a page break; that is, it ends the page and starts another.

A fixed size, nonbreaking space keeps two words from being split at the end of a line. For example, you might use a nonbreaking space if you didn’t want a line break between two words of a title or a name. A nonbreaking space is not enlarged or compressed when you justify a line.

An optional hyphen lets you specify that a word can be broken at the end of a line, if necessary. Otherwise, Word moves the entire word to the next line. The optional hyphen also indicates where you want that word broken; for example, *Clip-board*.

The Command-A key sequence will repeat your most recent action. For example, if you type a sentence and press Command-A, the sentence will be duplicated.

***To insert...***

***Do this:***

New line

Hold the Shift key and press the Return key.

New page

Hold the Shift key and press the Enter key.

Nonbreaking fixed space

Hold the Command key while pressing the spacebar.

Optional hyphen

Hold the Command key while pressing the - (hyphen) key.

Repeat last edit

Press the Command-A keys.

See “Appendix A, Key Sequences” or your Quick Reference Card for a complete list of all key sequences that you can use with Word.



# Selecting Text

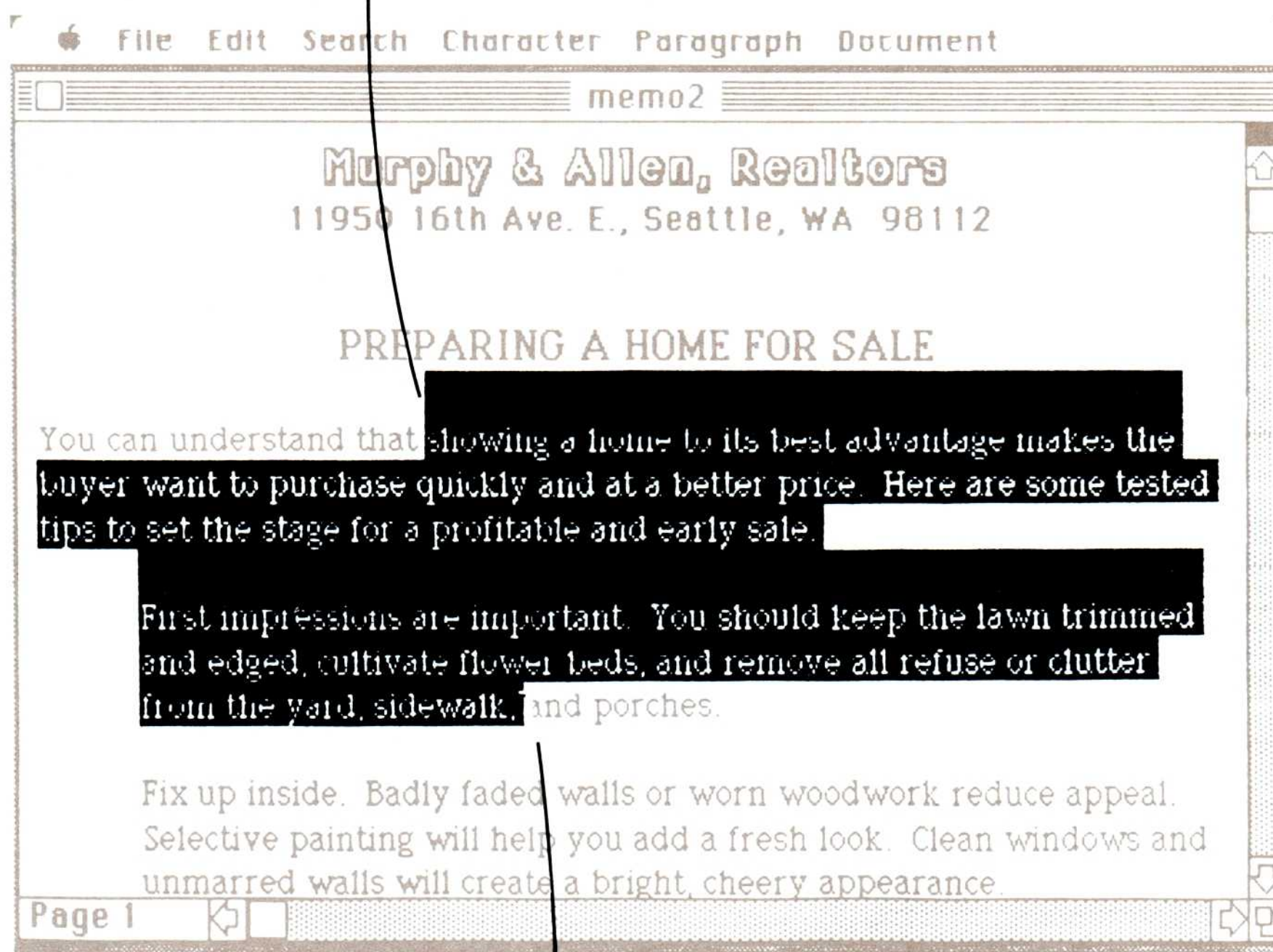
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You must select an insertion point or text before you choose a command. When you select text, you are telling Word where to perform the next task.

<i>To select...</i>	<i>Do this:</i>
An insertion point	Click to the left of a character to insert in front of it.
A character	Drag across it.
A word	Double-click any character in the word. The space after the word is also selected.
The previous word	Hold the Shift key while pressing the Backspace key.
A line of text	Move into the selection bar to the left of the line and click.
A sentence	Press the Command key and click anywhere in the sentence.
A paragraph	Move into the selection bar next to any line in the paragraph, then double-click.
Part of a paragraph	Click next to the first line you want to select, then drag across the rest. Or extend the selection. (See the procedure below.)
An entire document	Move into the selection bar, then hold down the Command key and click.

## To extend any selection:

*Put the insertion point at the beginning of the text you want to select.*



*Move the mouse pointer to the last character you want to select—then Shift-click.*

You can also extend the selection by pressing Shift and double-clicking on the last word you want to select. This also selects the space after the word.

## To change the selection:

- ☐ Move the pointer. When you click, the insertion point moves to the new location.

## To replace the selection:

- ☐ Start typing. The text you type replaces the selection.



## Inserting

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You can insert text by typing new text, or by pasting from the Clipboard.

You can also insert text from a glossary. See “Inserting Frequently Used Text: The Glossary Window” in this chapter for more information about glossaries.

### **To insert new text:**

- 1 Move the insertion point to where you want to insert the text.
- 2 Type the new text.

### **To insert text from the Clipboard:**

- 1 Move the insertion point to where you want to paste the text.
- 2 Choose Paste from the Edit menu to insert text from the Clipboard.

When you insert text, it takes the formatting of the character to the left of the insertion point. If you are inserting at the beginning of the document, then the text takes the format of the character to the right of the insertion point.

# Deleting

---

There are three ways to delete text with Microsoft Word:

- To erase text completely, use the Backspace key or the Clear command.
- To remove the text from the document to the Clipboard, use the Cut command.
- To replace text, select the text and type over it.

When you delete text with the Backspace key or the Clear command, you can use the Undo command to get it back.

*To delete...*

*Do ONE of these:*

---

One character

- Place the insertion point to the right of the character and press Backspace.
- Select the character; choose the Clear command.
- Select the character; choose the Cut command. This moves the character to the Clipboard.
- Select the character and type over it.
- Select the character and press Backspace.

---

More than one character

- Select the text; choose Cut.
- Select the text; then press Backspace (or choose Clear).
- Select the text; start typing to replace it.

---

The entire document

- Select the entire document; press the Backspace key, or use Cut to move the text to the Clipboard.



## Moving and Copying

---

You can move or copy text:

- Within the same document
- Between Word documents
- Between Macintosh applications

When you move or copy text to a new location, whether it's in the same Word document or in a different one, the text takes on the paragraph formatting of the text around it—that is, the alignment or line spacing. The moved text keeps the character formatting it had in the old location. For example, if it was italic in the old location, it will be italic in the new location also.

### To move or copy text:

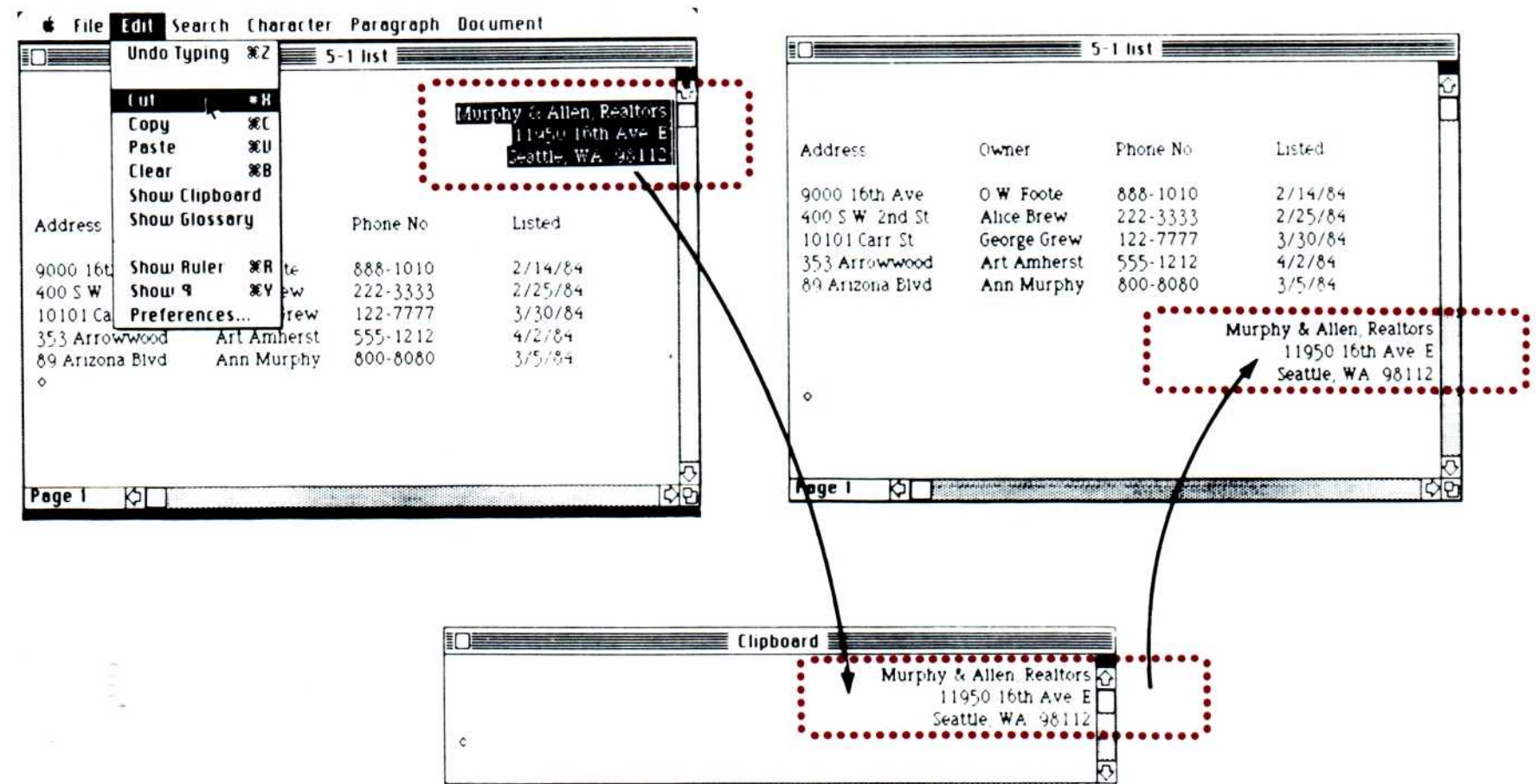
- 1 Select the text that you wish to move or copy.
- 2 Choose Cut or Copy from the Edit menu. The selection is placed in the Clipboard.
- 3 Move the insertion point to the new location for the text.
- 4 Choose Paste from the Edit menu. The text is pasted from the Clipboard into the new location.

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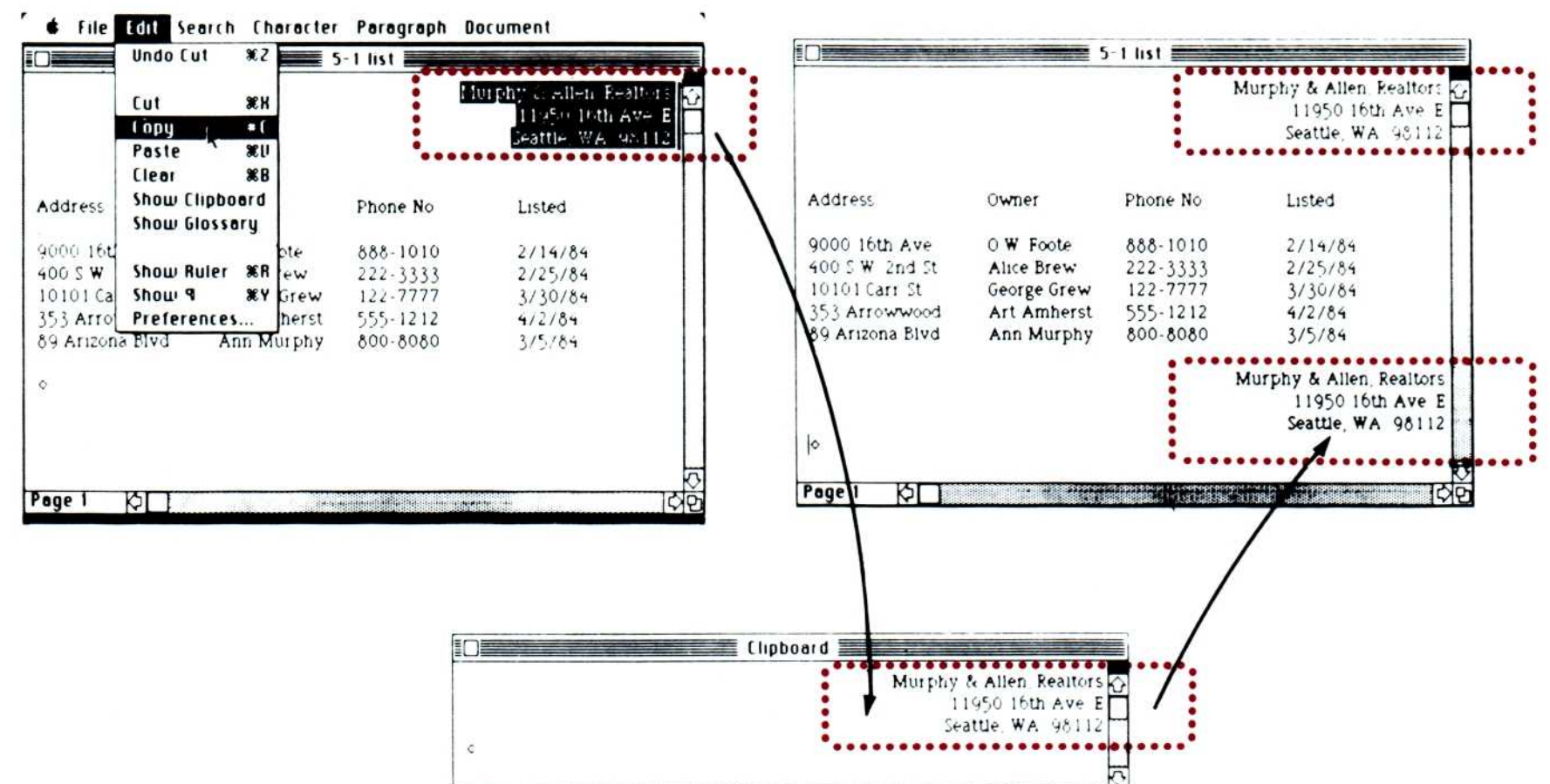
#### Note

A copy of the text remains in the Clipboard until the next cut or copy. The Clipboard will hold only the contents of the most recent cut or copy. If you cut or copy again before you paste, your original text will be lost.

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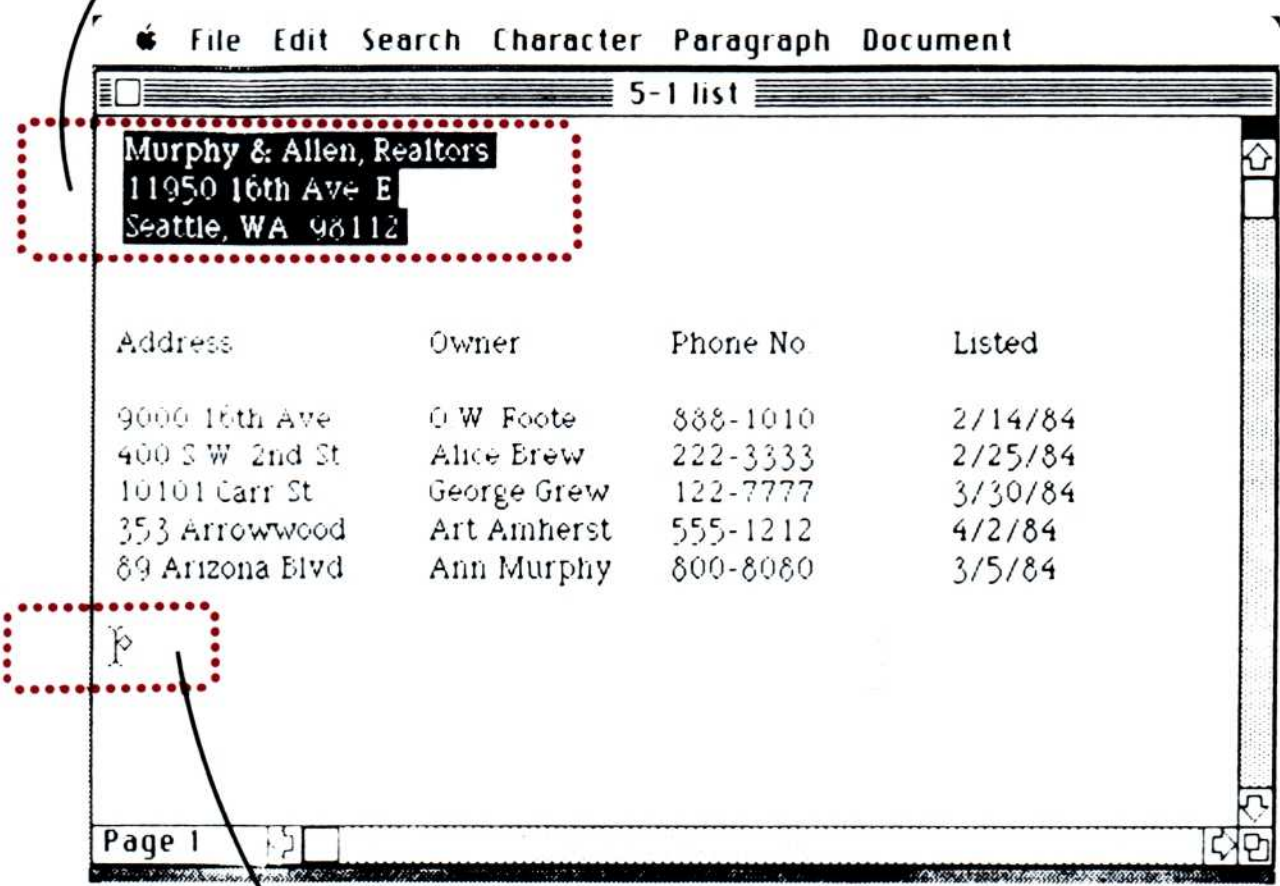
*Use the Cut command to move text to the Clipboard . . . then to the new location.*



*Use the Copy command to copy text to the Clipboard . . . then to the new location.*

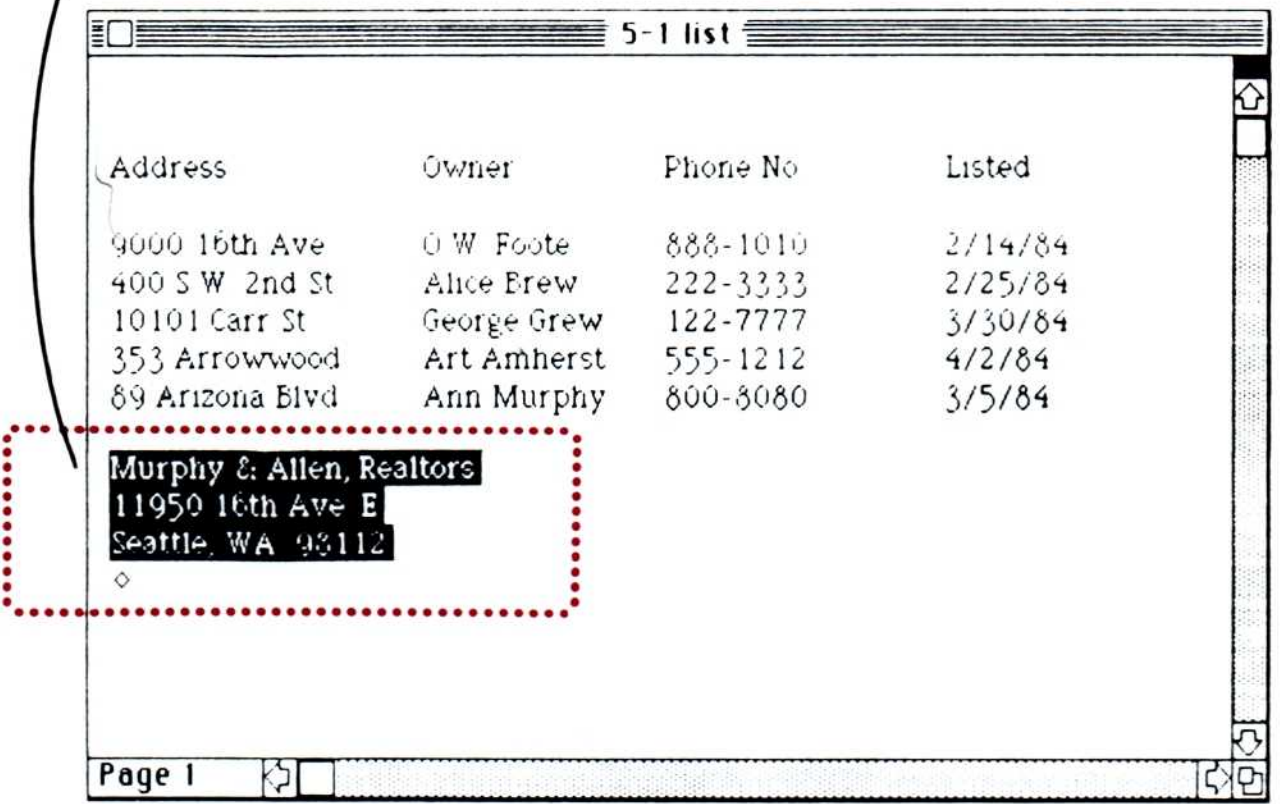


Select . . .



... and position mouse on new location.

When you press Shift-Option and click,  
text will appear at the new position.





## **To move text with the mouse:**

It is often faster and easier to move text with the mouse instead of using the Edit menu commands.

- 1 Select the text to be moved.
- 2 Place the mouse pointer on the character or spot where you want to insert the text.
- 3 Click the mouse button while pressing the Shift and Option keys. The text appears at the new location.

## **To copy text with the mouse:**

You can also copy text the same way, except that you press only the Option key while clicking.

- 1 Select the text to be copied.
- 2 Place the mouse pointer at the character or spot where you want to insert the text.
- 3 Click the mouse button while pressing the Option key.

You can move or copy any amount of text within a document using the mouse. However, you cannot use this technique to move text between documents.



## To move or copy between documents:

The procedure for moving and copying between documents is the same as for moving and copying within a document. You select text, then cut or copy to the Clipboard. Then you select the new location (in a new document) and paste the contents of the Clipboard in that location.

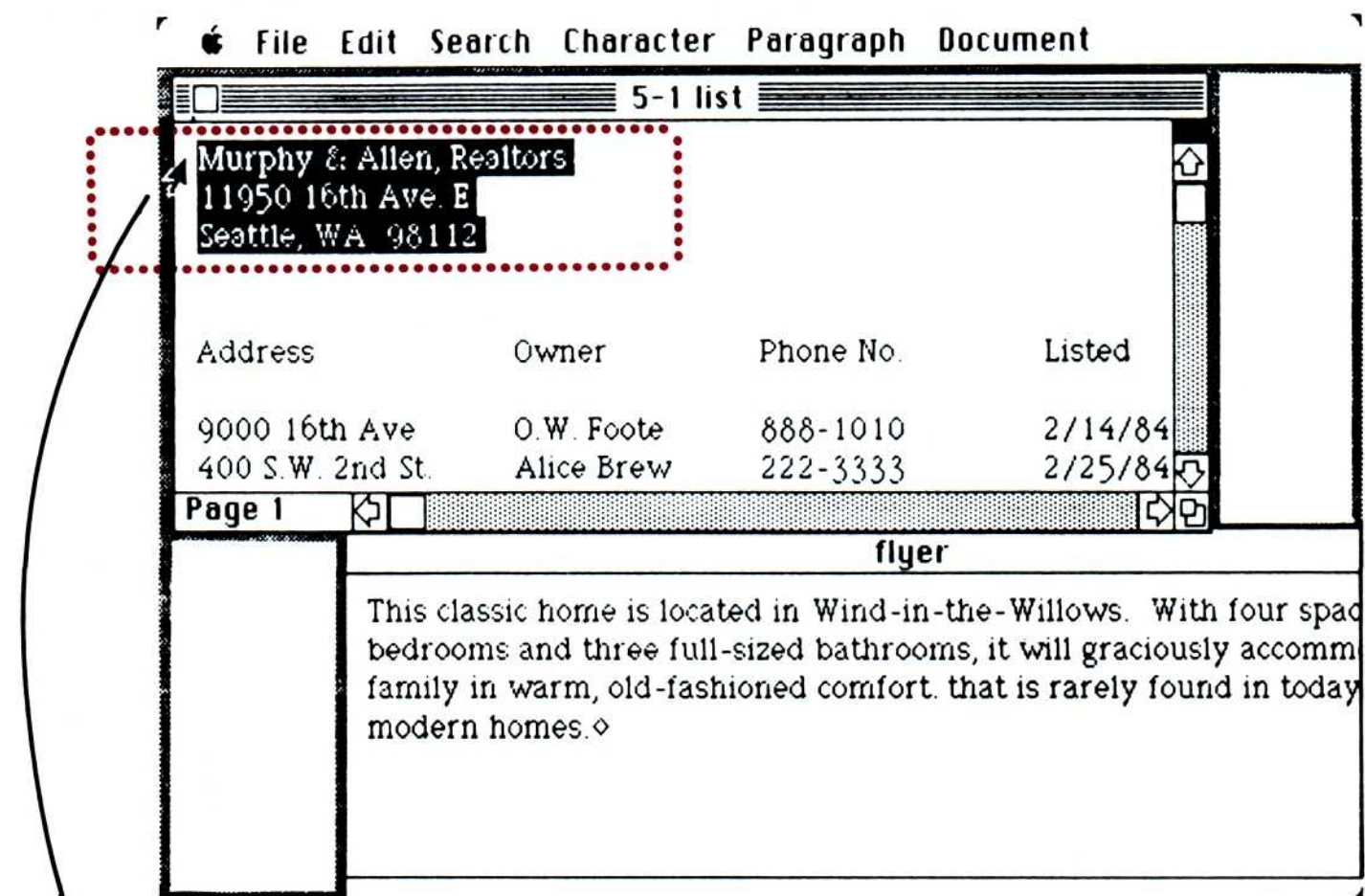
- 1 Select the text you want to cut or copy.
- 2 Choose Cut or Copy from the Edit menu. The text is placed in the Clipboard.
- 3 Open the document you want to copy to. The new window opens on top of any other windows on the screen.
- 4 Select an insertion point for the text.
- 5 Choose Paste from the Edit menu. The contents of the Clipboard are pasted into the new location.

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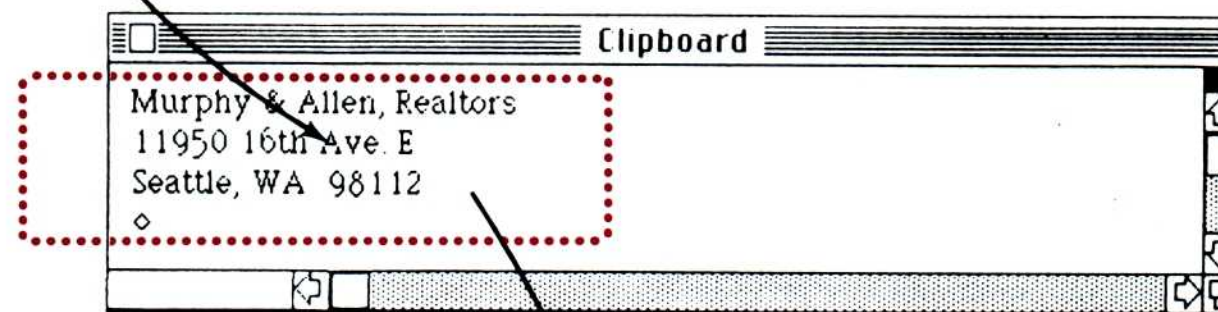
**Note**

When you are moving and copying text between documents, it is a good idea to save your document after you paste. Until you save, Word has to go back to the old location to read that text—if you copied text from another disk, you will be asked repeatedly to insert the other disk.

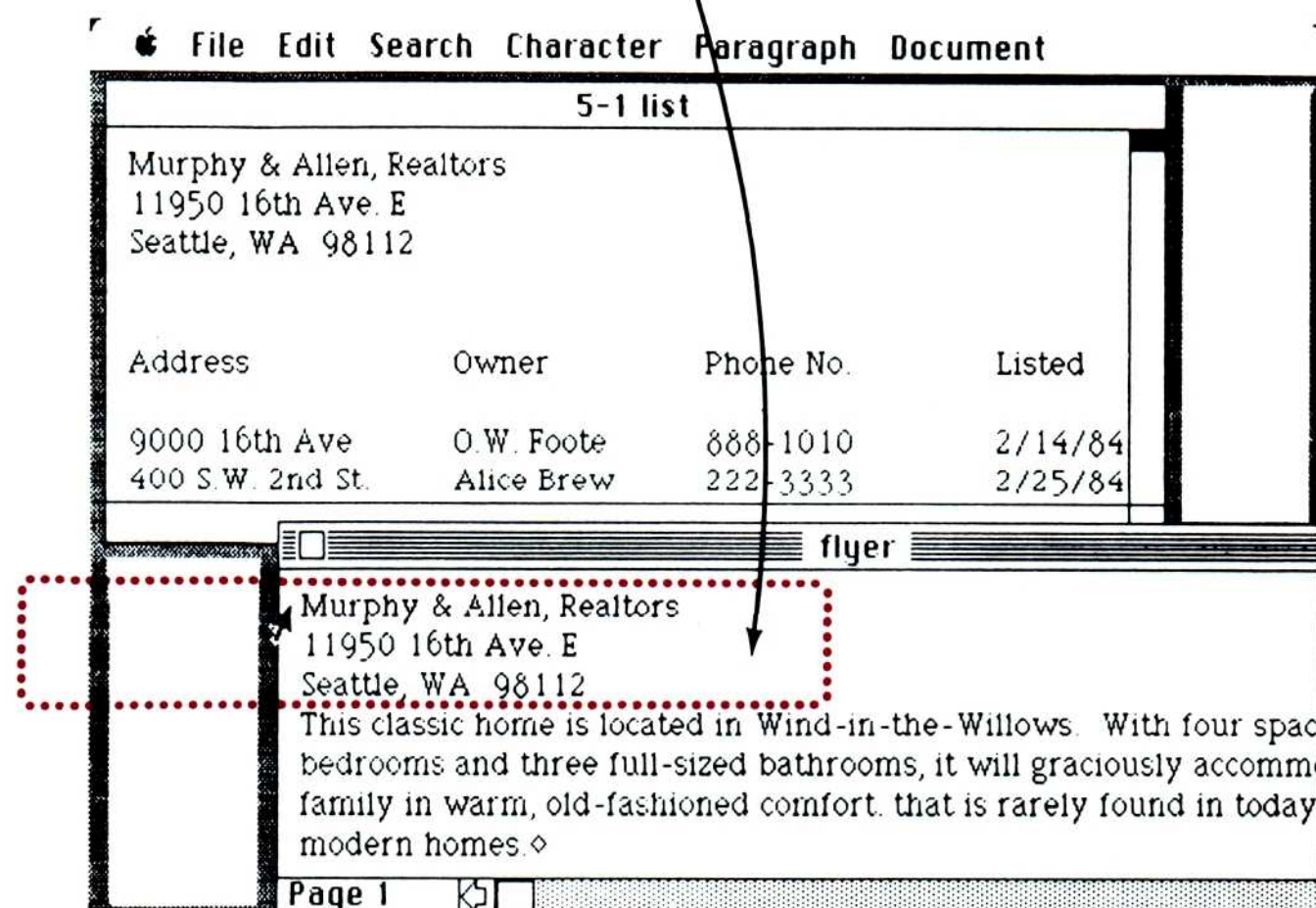
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*Copy text from the first document  
to the Clipboard*



*... then to the new location  
in the second document.*





## Moving or Copying Between Applications

You can also move or copy text, data, or pictures from other Macintosh applications. If you have a document that mixes text, pictures, or charts, you can copy (or move) the picture or chart into the document first. Then copy or move the text separately.

### To move or copy between applications:

- 1 Select the text or graphic you want to cut or copy.
- 2 Use the Cut or Copy command from the Edit menu to put the text in the Clipboard. (You can also copy it to the Scrapbook.)
- 3 Close the document and quit the application.
- 4 Start the other Macintosh application.
- 5 Open the document you want to copy to.
- 6 Select the insertion point where you want to paste the text or picture.
- 7 Use the Paste command from the Edit menu to paste the contents of the Clipboard into the new location.

*This picture was pasted in from MacPaint.*



When you move or copy text between Macintosh applications, you will lose all formatting to the text. See “Appendix D, Using Word With Other Applications,” for details.

## Undoing Your Last Change

---

You can use the Undo command to reverse your most recent editing or formatting action. You need to use Undo immediately after the action that you want to reverse.

When you pull down the Edit menu, the Undo command names the last action you performed. For example, the menu might read Undo Typing, Undo Paste, or Undo Formatting.

### To undo:

- ❑ Choose the Undo command from the Edit menu.

Once you carry out the Undo command, it becomes Redo on the Edit menu—Redo Typing, Redo Paste, or Redo Formatting. This enables you to reverse the Undo command. You can switch back and forth between different versions of text, to see which you prefer.



## Finding and Changing Text

---

You can easily locate text and change it with the commands on the Search menu. You can:

- Search for up to 255 characters.
- Change a specified arrangement of capital and lowercase letters.
- Change all occurrences of the text in a document.
- Change only those occurrences you want to.

You can also search for a “wild card” character, using the ? (question mark) to match any character. You could use this if you think you might have spelled something more than one way. For example, *bea?* in the “Find What:” text box might find: *head, heal, heap, hear, beat*. You can use as many wild card characters as you like in the “Find What:” box.

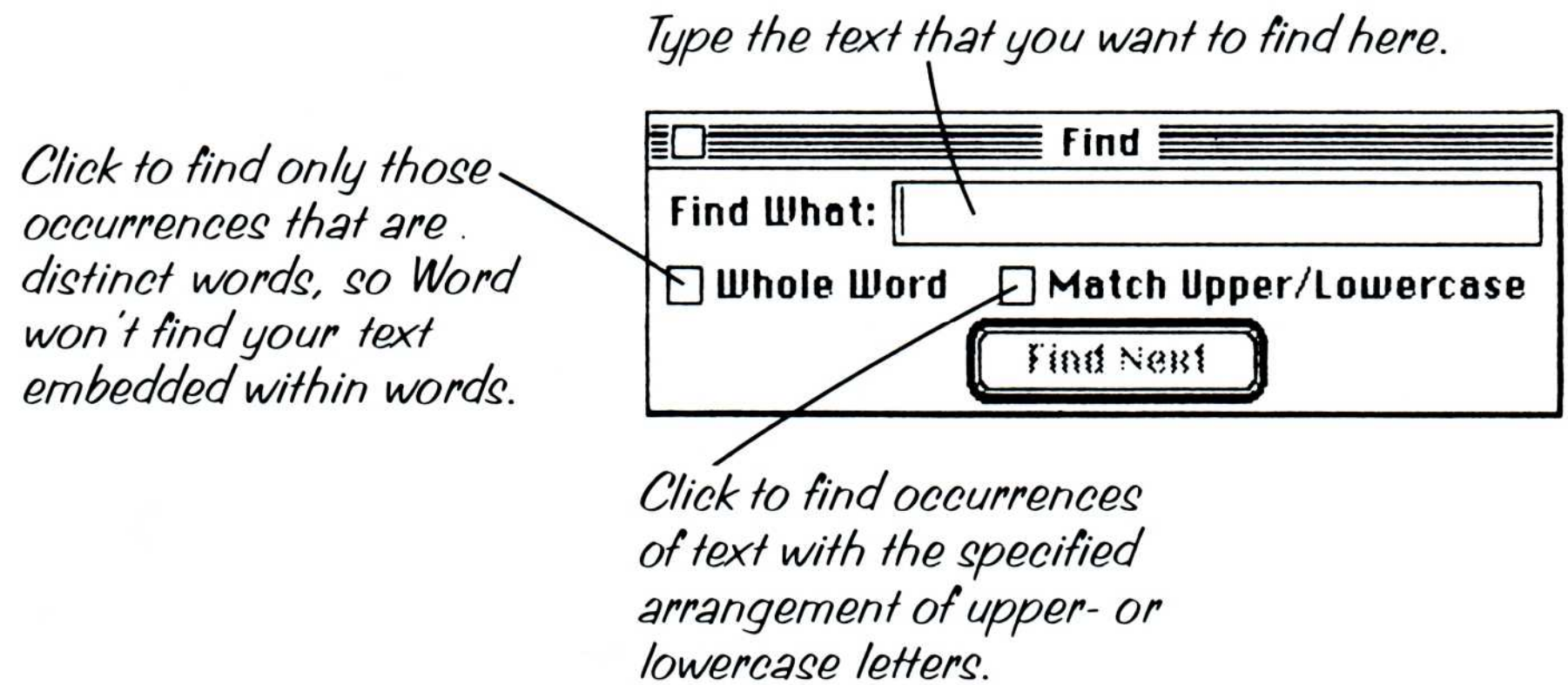
The Search menu commands affect the window that is active when you choose the command. If you have several document windows open, you have to search each window individually.

### Finding Text

Use the Find command to look for and select a character, word, or group of characters or words. The Find command always starts at the insertion point or at the end of the selection and goes to the end of the document; then Find goes back to the beginning of the document and continues searching to the end of the selection.

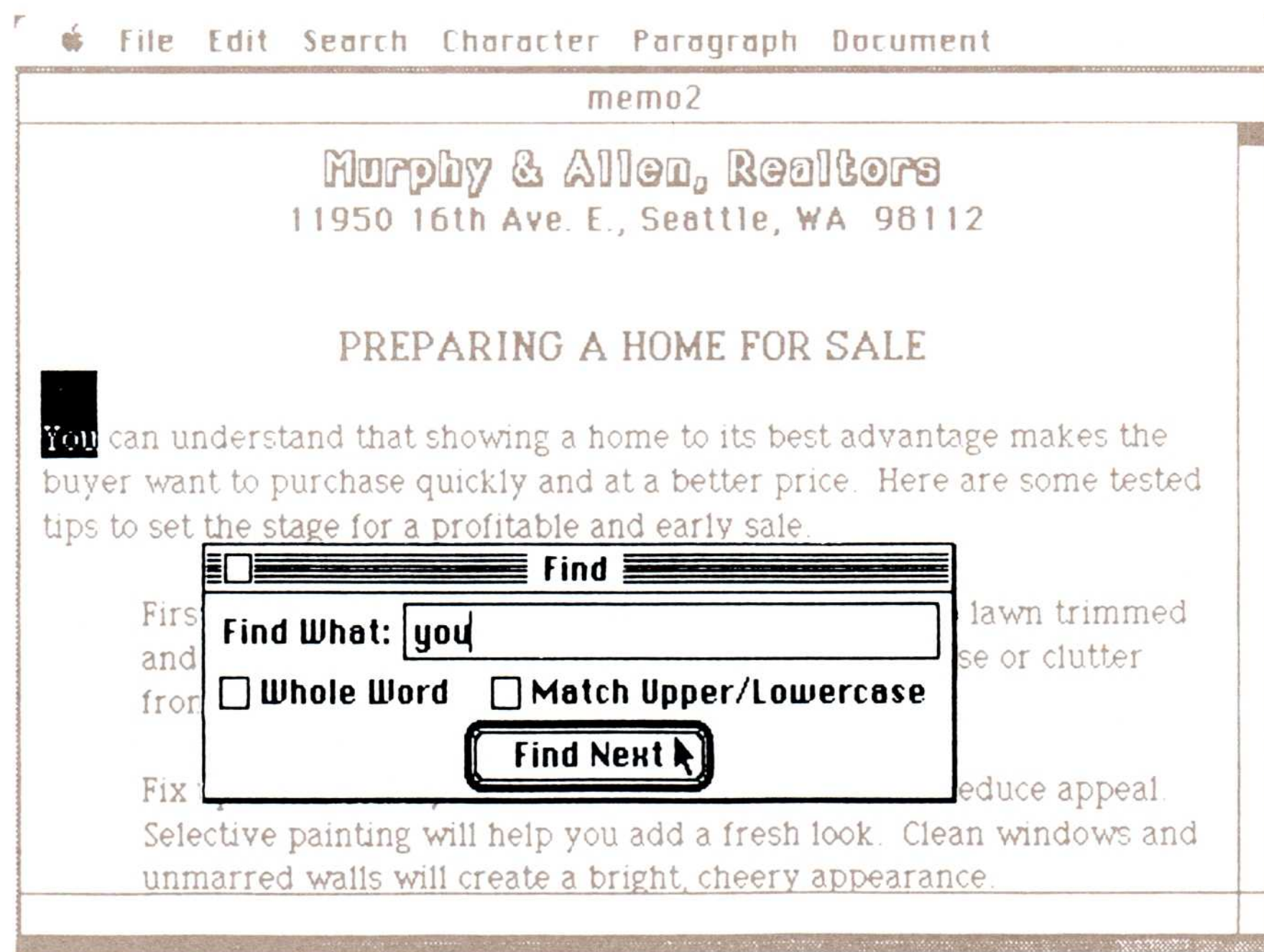
## To find text:

- 1 Choose the Find command from the Search menu. You will see this window:



- 2 Click the Find Next button to start the search. You can also press the Return or Enter key. Word searches for the text you specified and selects the first occurrence (if there is one).





- 3 Click the Find Next button if you want to continue. The document scrolls automatically as needed. When all occurrences have been found, you see an alert box saying "Search complete."
- 4 When the search is complete, click the close box on the title bar to close the Find window. (Or choose the Close command.)

If there are no occurrences of the text in the document, you will see an alert box saying "Search text not found."

You may want to change something in the document window while you are searching. You can do this as you are using the Find command.

## To edit text in the document as you search:

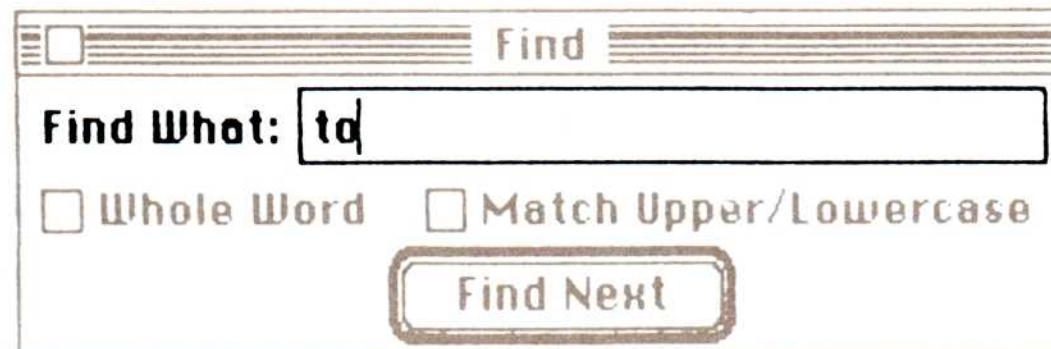
- 1 Click anywhere in the document window to make it active, and edit the text. The Find window is still on the screen but it is under the active window.
- 2 Choose the Find command again. The search text you used last will be in the "Find What:" text box. Click the Find Next button to continue. You can also get the Find window back by dragging the document window until you see part of the Find window, then clicking anywhere in the Find window to make it active.

## To change the search text:

*Double-click the "Find What:" text box.  
The box will be selected.*



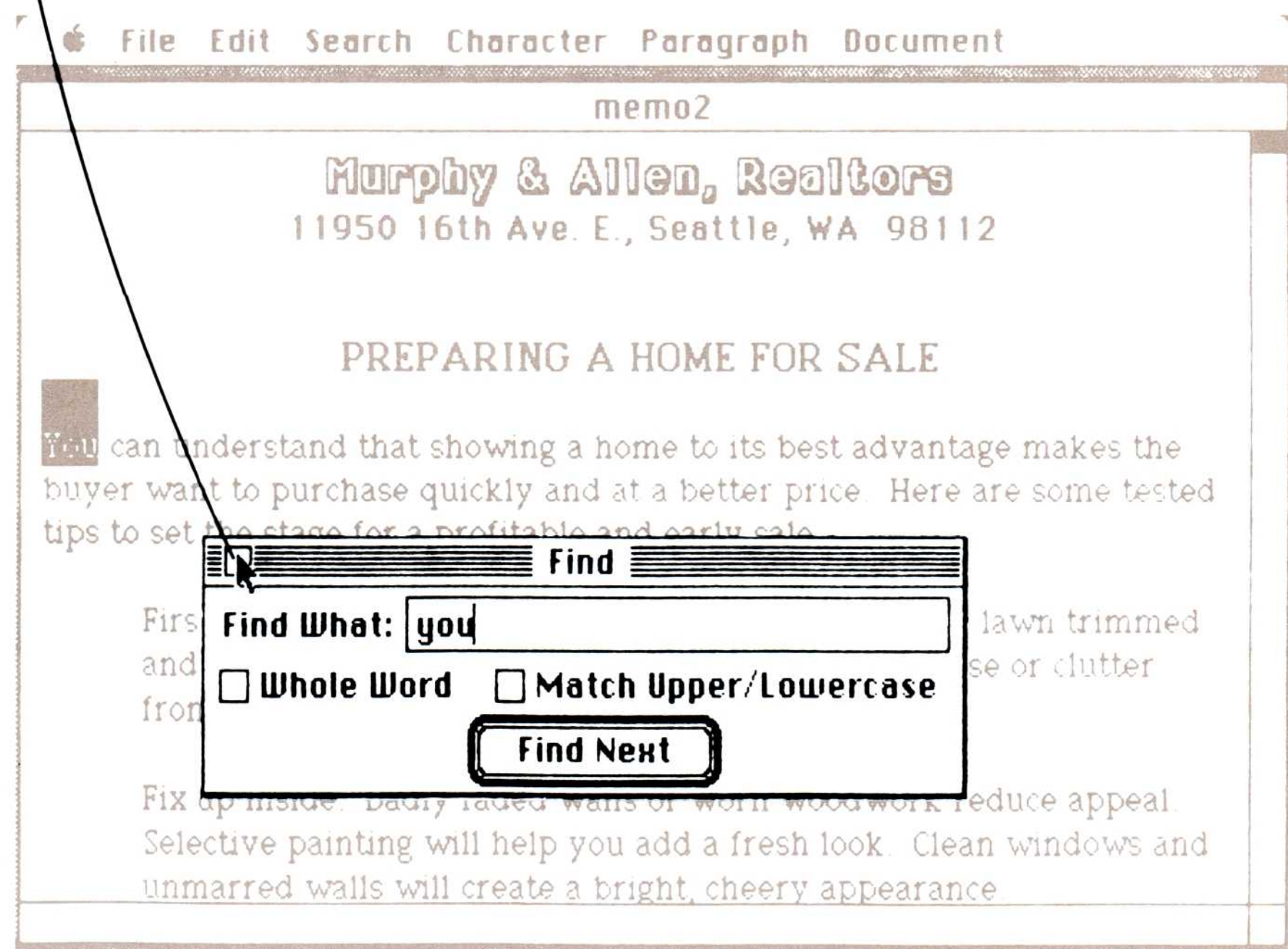
*Type the text that you want to find.*





## To cancel the search:

*Close the Find window by clicking the close box—or use the Close command.*



## Changing Text

Use the Change command to find text and replace it with something else, or to change all occurrences automatically.

The Change command also searches forward from the insertion point, then goes to the beginning of the document and comes back to the insertion point. However, if one or more characters is selected, the Change All button will say Change Selection. In this case, only those occurrences of the text that are within the selection will be found and changed.

## To find then change text:

- 1 Choose the Change command from the Search menu. You will see this window:

*A Type the text that you want to find.*

*B Type the replacement text.*

*Press the Tab key to go back and forth between text boxes.*

*If you leave this box blank, the search text will be deleted.*

*C Click to find and change those occurrences that are distinct words only.*

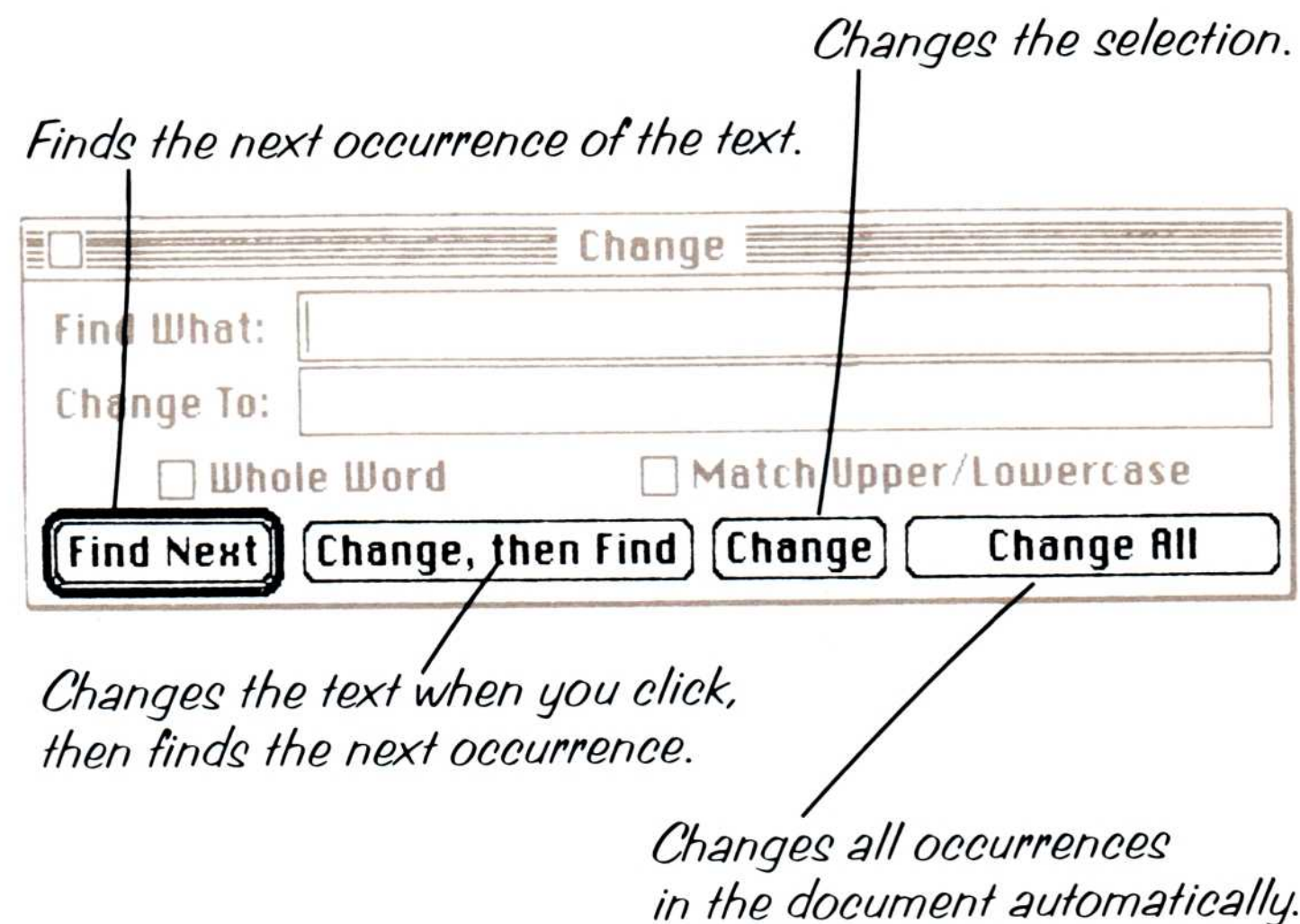
*(Otherwise, Word finds and changes search text when it occurs within a word—e.g., is within display.)*

*D Click to find only the arrangement of upper- or lowercase you specify.*

*(Otherwise, Word ignores capitalization when searching for characters.)*



Click one of the following buttons to start. Word searches for the text you specified and selects the first occurrence (if there is one).



- 3 To continue searching, press the Find Next button or the Change, then Find button. The document scrolls automatically as needed. When the entire document has been searched, you will see the message: "Search complete."
- 4 When you are finished, click the close box or choose the Close command to close the Change window.

### To change all occurrences:

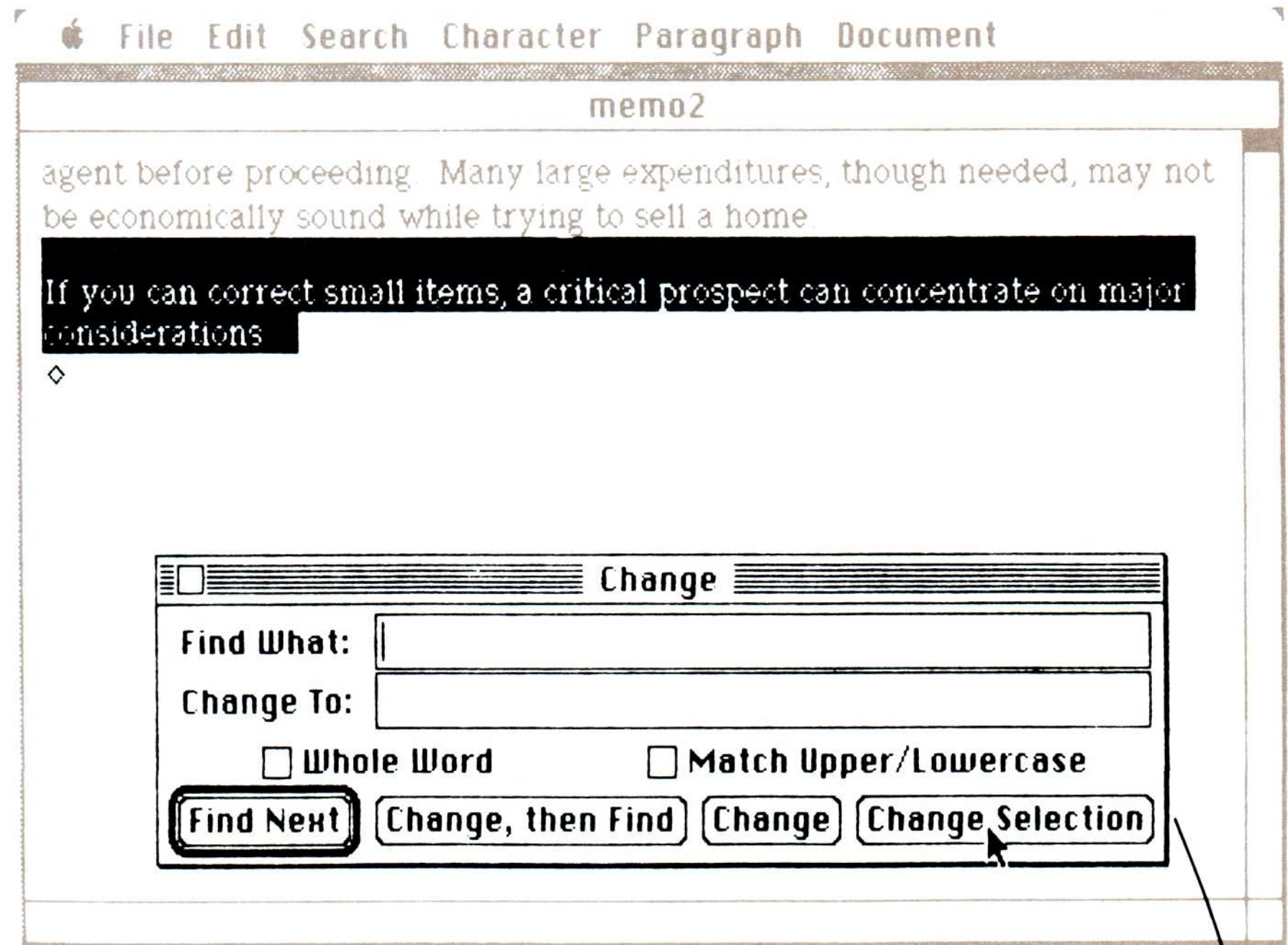
- 1 Choose the Change command from the Search menu.
- 2 Fill in the "Find What:" and "Change To:" text boxes.
- 3 Click the Change All button.

All occurrences of your text are changed automatically to the new text you specified in the "Change To:" text box. The document does not scroll, but the entire document is selected. Change All can be reversed only with the Undo command.



## To find and change text within the selection:

- 1 Select the block of text you want to search. The selection can be as small as one character or as large as the entire document.
- 2 Choose the Change command from the Search menu.
- 3 Fill in the “Find What:” and “Change To:” text boxes.
- 4 Click the Change Selection button.



*If you have a selection on the screen, Change All becomes Change Selection.*

All occurrences of the text within the selection are changed. The document does not scroll. You can reverse this change with the Undo command.



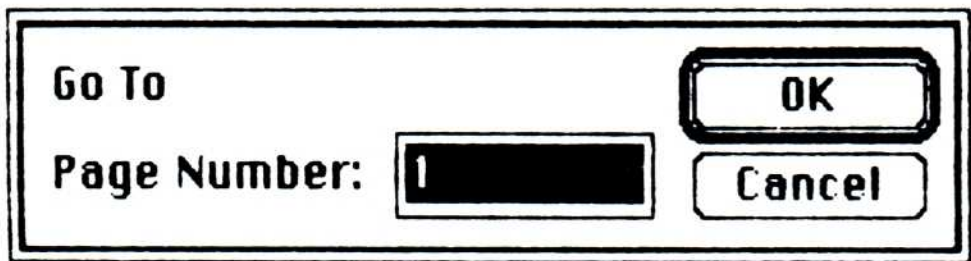
## Going to a Specific Page

---

Word ends pages (or paginates) in a document when it is printed. You can also press Shift-Enter to end a page yourself. You can choose the Repaginate command from the Document menu to paginate a document that has never been printed, so that you can see the page breaks. When you want to go directly to a particular page in a paginated document, use the Go To command on the Search menu. For more information on pagination, see Chapter 9, “Printing Documents.”

### To go to a specific page:

- 1 Choose the Go To command from the Search menu. You see this dialog box:



- 2 Type the page number that you want to go to.
- 3 Click the OK button.

Word goes to the page you specified; the first character on the page is selected.

### To go to the last page of the document:

- 1 Choose the Go To command.
- 2 Type the last page number, or any number greater than the last page number.
- 3 Click the OK button.

## Using Windows

---

With Word, you can have several document windows on the screen at any time. Using more than one document window can be helpful to:

- Edit several documents for consistency
- Refer to another document for information
- Copy and move text between documents
- Use an outline or notes as you write

You can look at several document windows, or you can look at any of the special windows. The special windows are used for performing specific editing tasks. They include:

- The Scrapbook window
- The Clipboard window
- The glossary window
- The Find and Change windows
- The footnote window

You will find more information on the Scrapbook and Clipboard windows in *Macintosh*, your user's guide. For information on the glossary window, see the next section in this chapter; for information on the Find and Change windows, see the previous section in this chapter. For information on the footnote window, see Chapter 8, "Working With Complex Documents."

### **When you work with windows:**

You can move windows around by dragging them with the title bar. You can shrink or expand windows by dragging the size box in the lower right corner.

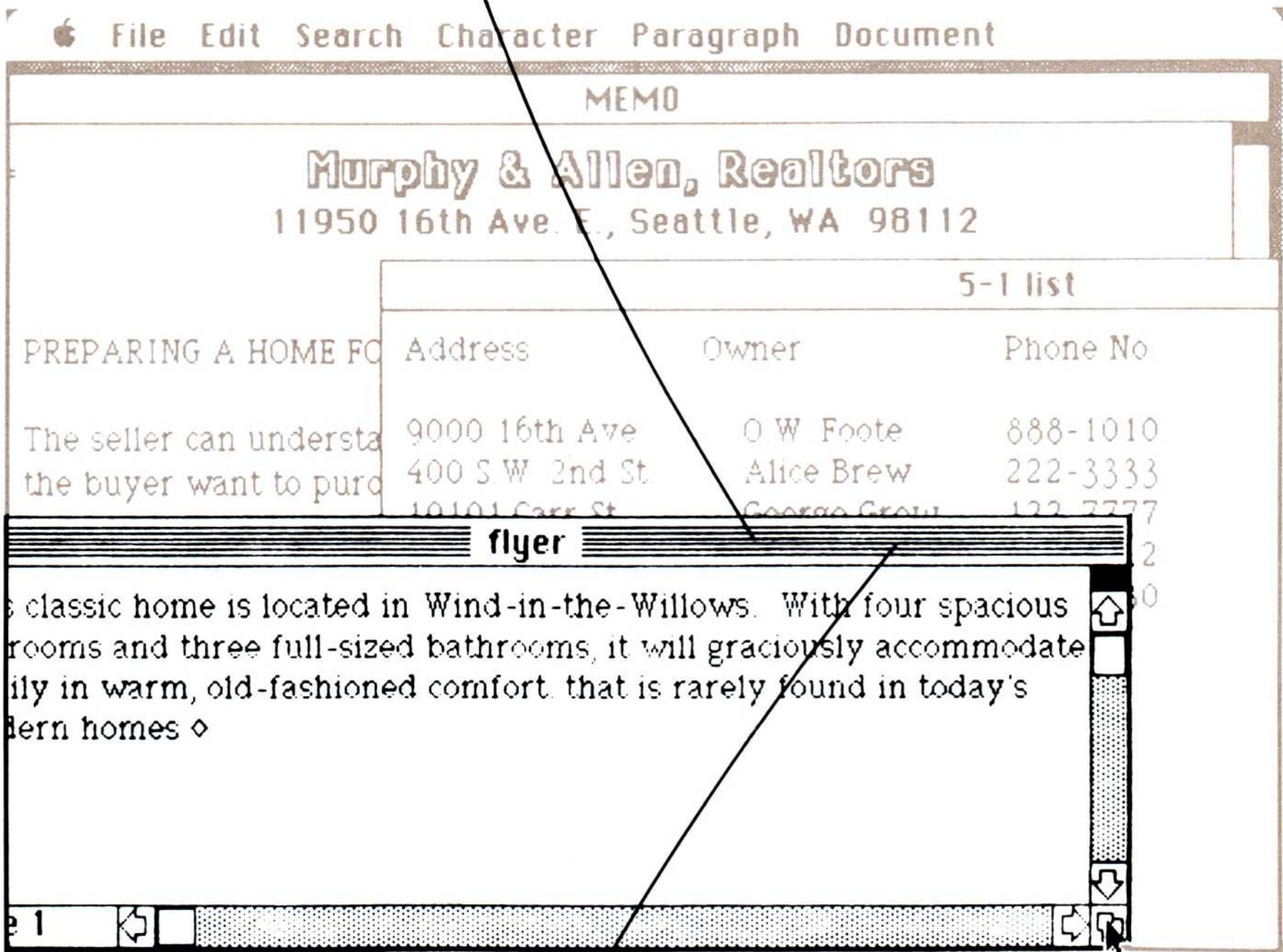
You can also double-click in the size box or on the title bar to make a window full size, or to go from full size back to the smaller size. You can keep several windows on the screen, and expand them one at a time to work in each one.



You can have up to four document windows open on the screen at one time. The Clipboard window also counts as one of the four. The active window usually overlaps any other windows on the screen. (If your windows are very small, they may not overlap.)

*You can have up to four windows open at one time.*

*The active document window overlaps the others.*



*Double-click here to go to full size.*

You can also split a document window into two. This is useful for seeing two different parts of the same document at the same time. If you display one document in two windows, changes in one document window will be reflected in the other. A split window counts as two windows open on the screen.

**To open a window for an existing document:**

- 1 Choose the Open command from the File menu.
- 2 Click to choose the document in the list box.

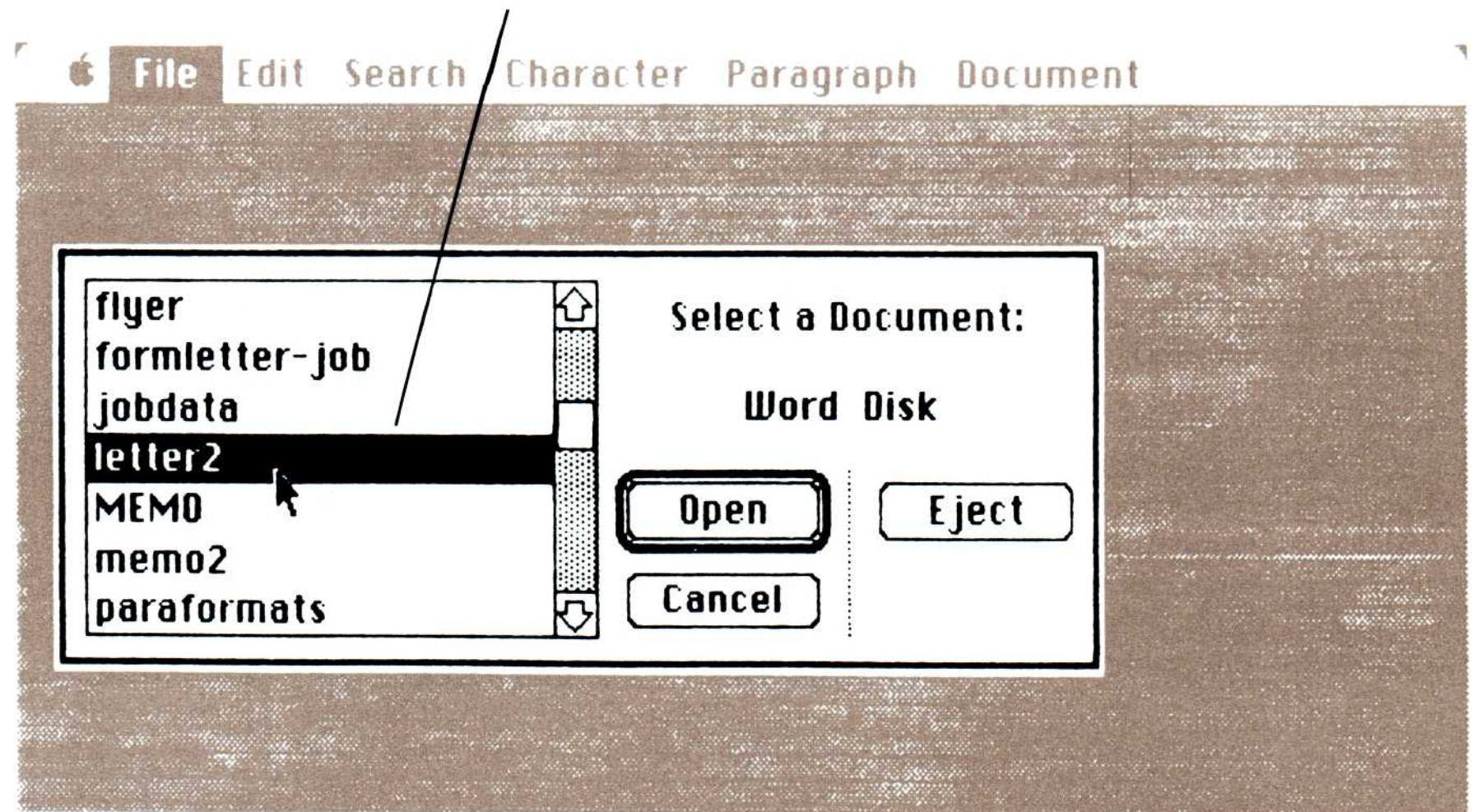


- 3 Click the Open button.

OR

Choose the Open command and double-click on the document name you want to open.

*Double-click to open this document.*



87

*Or, click to select the name, then click Open.*

### **To open a blank window:**

- 1 Choose the New command from the File menu. A blank, untitled document window appears on the screen. This window overlaps any windows already on the screen.

### **To change from one window to another:**

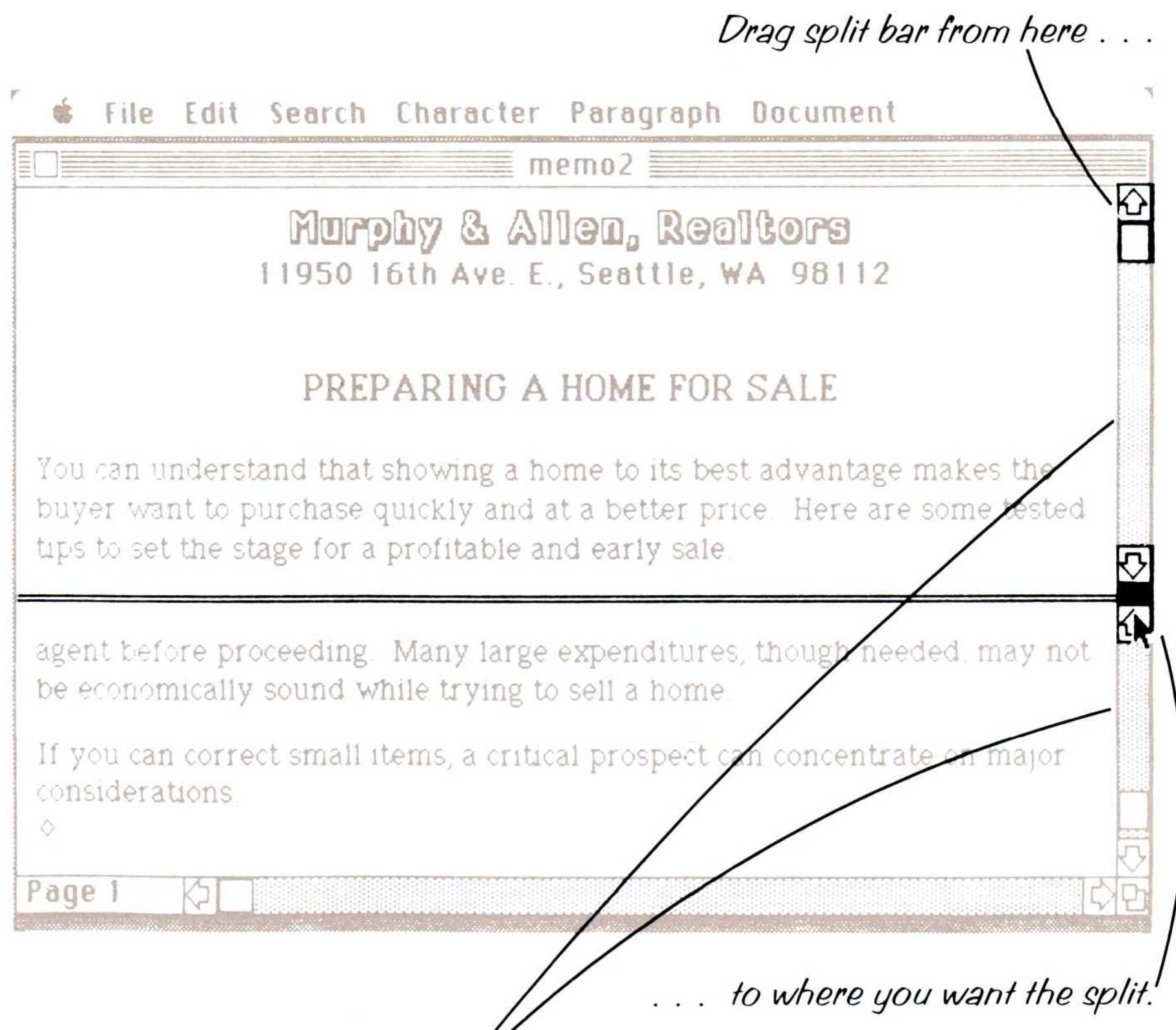
- 1 Move the pointer into the window you want to work in. (You may have to move your windows around a bit, because smaller windows may be underneath.)
- 2 Click anywhere in that window. It will move to the top.



## To split the window:

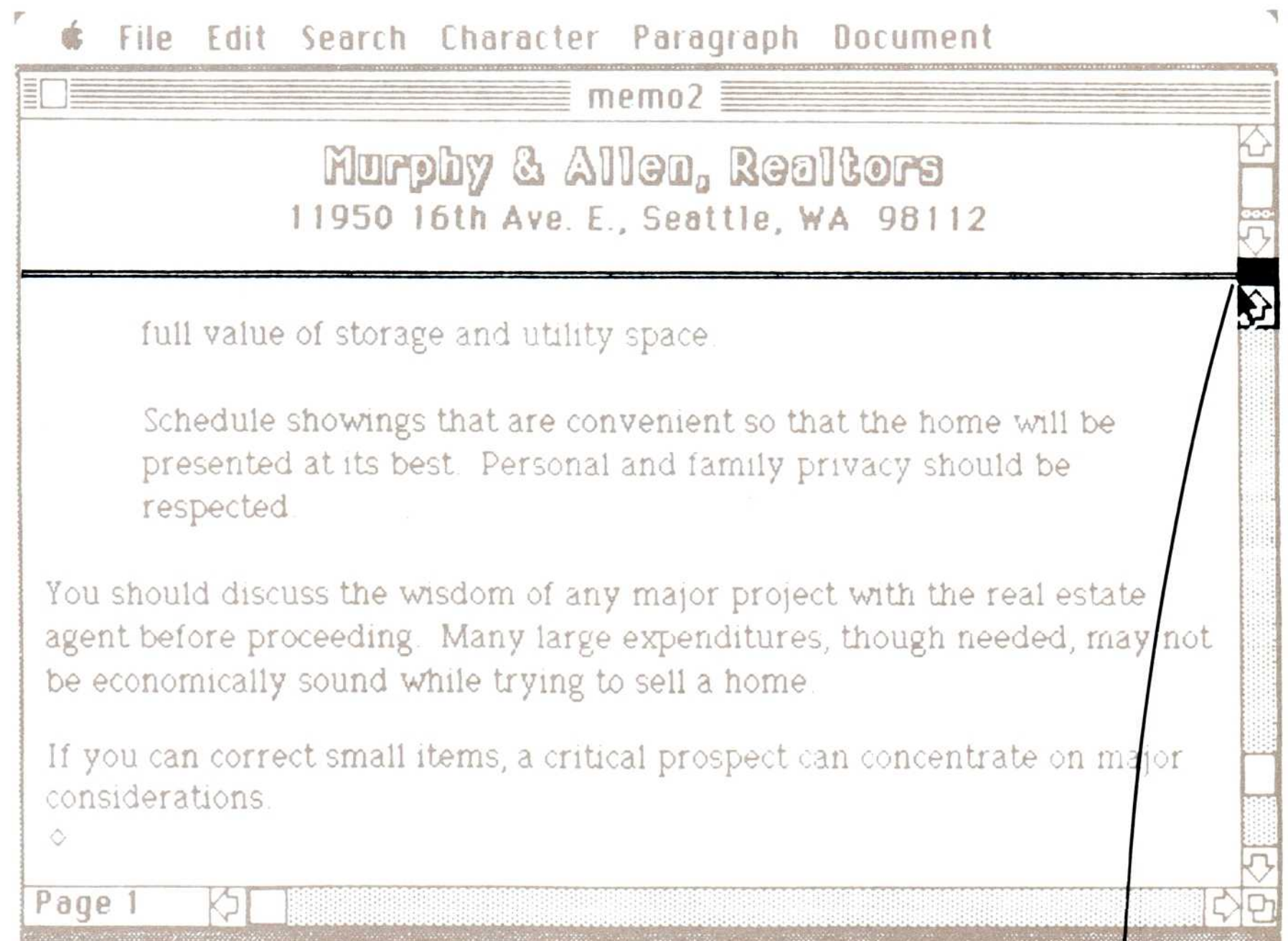
If you need to look at different parts of one document at the same time, split your window into two parts.

- Click on the split bar at the top of the right scroll bar and drag it to where you want the split to be.



*Both windows contain scroll bars.*

After the split is made, you can change the size of the two parts by moving the split bar with the mouse. A split window counts as two windows on the screen.



*If you move the split bar toward the top of the window, the bottom part expands to fill the window.*

## To close the window split:

- Drag the split bar to the bottom or top of the window until the split disappears.

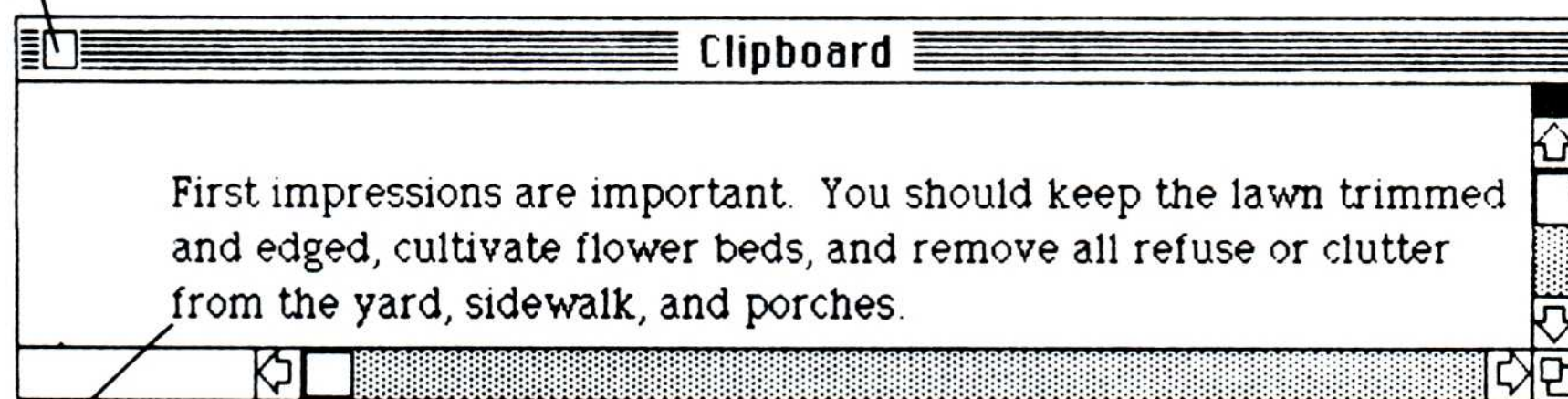
The Clipboard displays the text that was most recently cut or copied from a document (or application). You can easily move or copy text between windows on the screen by using the Clipboard. For more information, see the section on “Moving and Copying” in this chapter.



## To open the Clipboard window:

- Choose the Show Clipboard command from the Edit menu. The Clipboard appears on the screen.

*Click the close box to close the Clipboard window.*



*You cannot edit text in the Clipboard.*

## To close a window:

- Click the close box, or choose Close from the File menu, to close the active window.

When you close a window that has unsaved changes in it, Word prompts you to save those changes.

For information about using the footnote window, see Chapter 8, “Working With Complex Documents.”

## Inserting Frequently Used Text: The Glossary Window

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The glossary window is a special window for storing information that you use often, but don't want to type over and over. You can use this window for storing names, addresses, standard clauses for contracts, copyright information, or special terms or definitions you use often in your writing.

You store each piece of information as a glossary entry. Each glossary entry has a name, which can be anything you like—a word, a character, or a phrase. When you type the glossary name in your text, and then expand it by pressing the Command-Backspace keys, the full text of your glossary entry appears in your document.

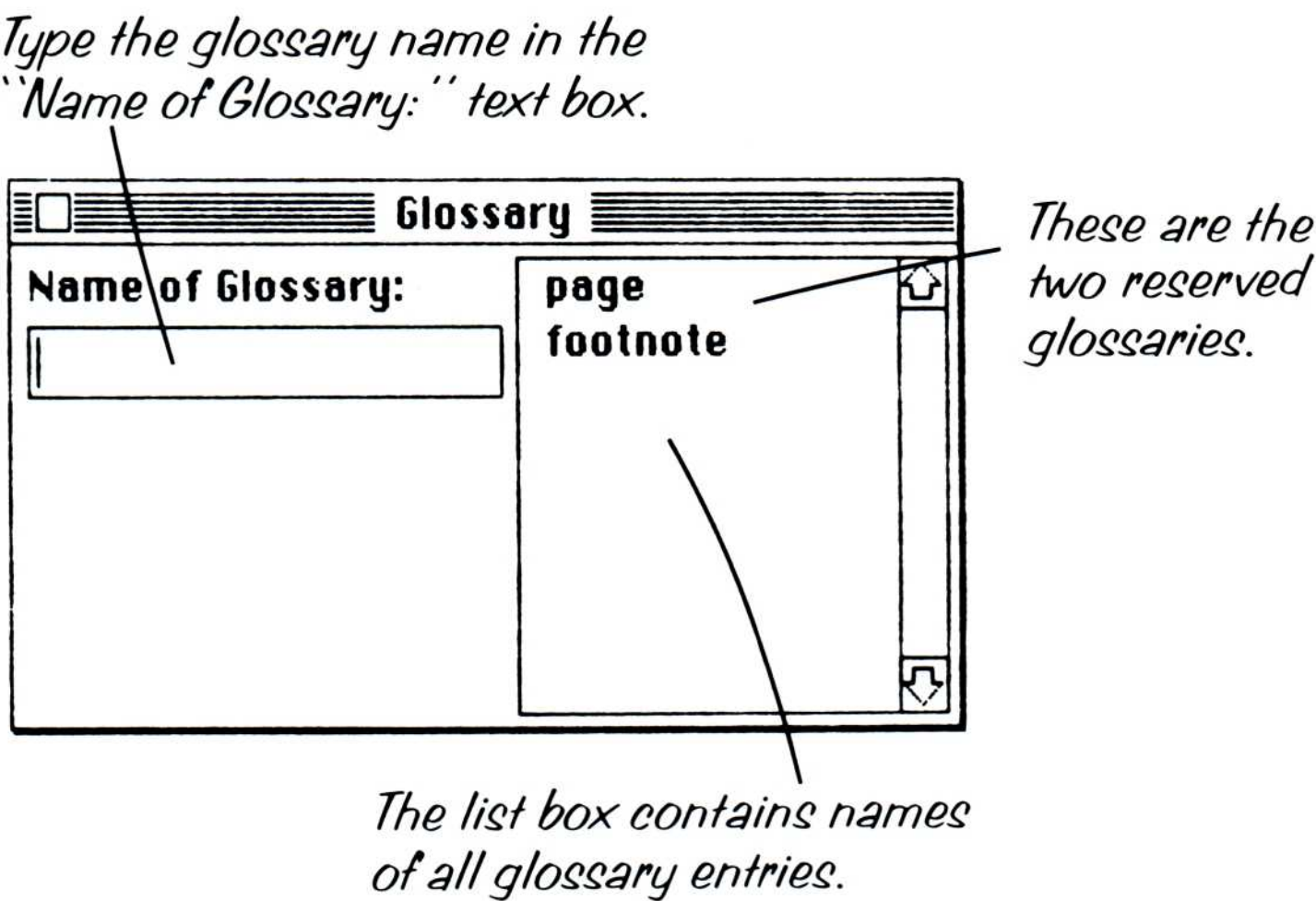
You can create glossary entries for a particular task and discard them at the end of the session with Word. Or you can create entries that you save from one session to another.

You may have used the Macintosh Scrapbook for similar tasks. You can use the glossary window in much the same way. You use the Clipboard to move text into it. The advantage in using the glossary window is that you can type the glossary name and insert the entire glossary entry text in your document using just a few keystrokes. And formatting to the original text is kept.



To open the glossary window:

- Choose the Show Glossary command from the Edit menu.



Reserved Glossaries

When you open the glossary window, you will notice that Word has reserved two glossary names for special use: “page” and “footnote.”

You can use the “page” glossary name to insert a page number in running head text without having to type the number in the text. “Page” is replaced with the page number automatically when the document is printed.

You can use the “footnote” glossary as a place holder if you accidentally delete an automatic footnote number in the footnote window. Word will insert the correct footnote number when you expand the glossary.

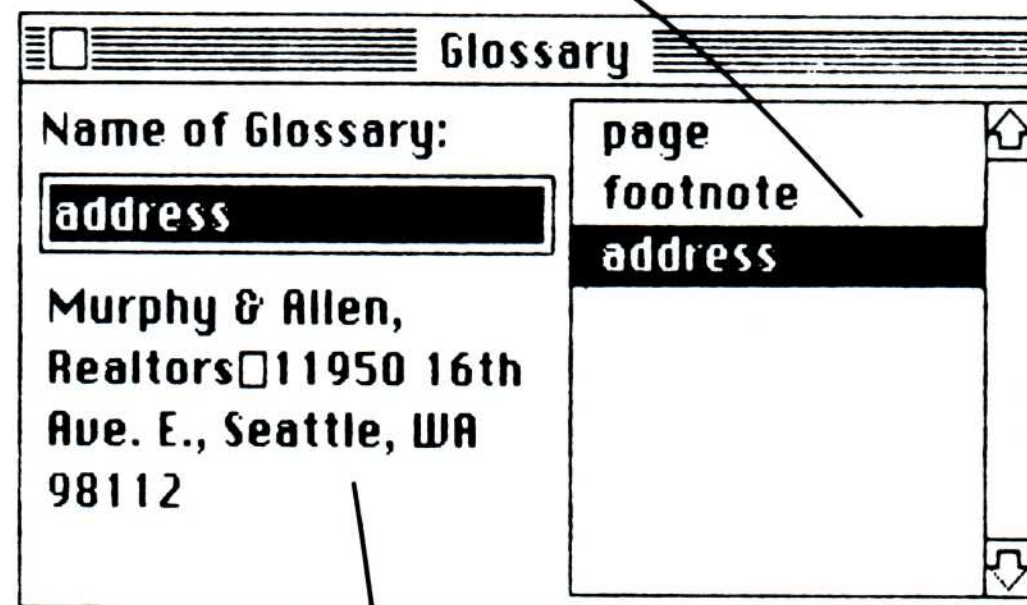
For more information about running heads and footnotes, see Chapter 8, “Working With Complex Documents.”

## To create a glossary:

### Using the Glossary Window

- 1 Select the text in your document that you want to be the glossary entry. If the text is not already in the document, type it in the document, then select it. All formatting to the text will be kept in the glossary entry.
- 2 Choose Copy from the Edit menu to copy the text to the Clipboard. (Choose Cut if you want to remove it from the document.)
- 3 Choose Show Glossary from the Edit menu. The glossary window appears.
- 4 Type the glossary name in the "Name of Glossary:" text box. The glossary name can be up to 64 characters long.
- 5 Choose Paste from the Edit menu.

*The new glossary name appears in the list box.*



*The glossary text appears in the area below the text box.*

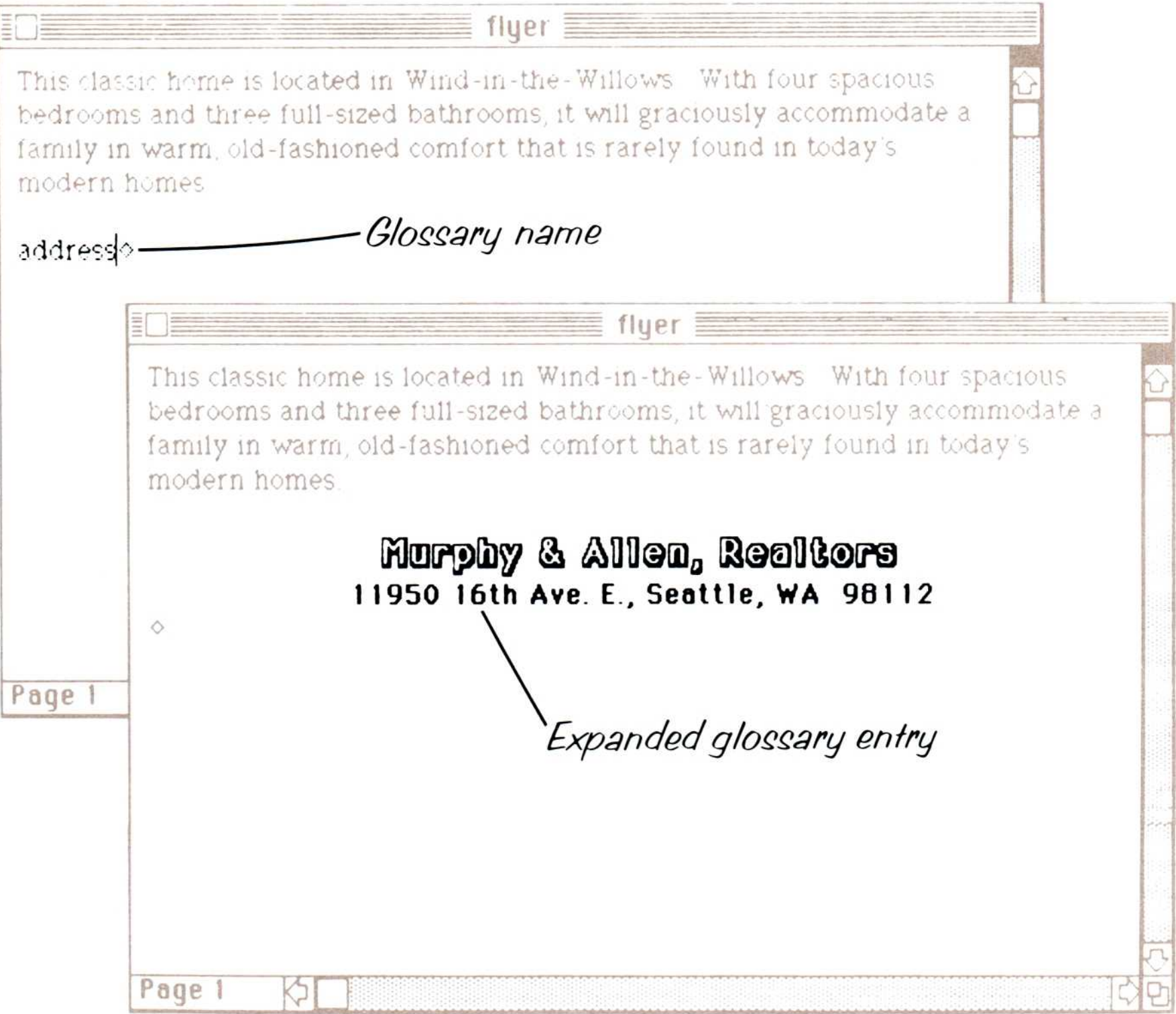
*You cannot always see the full text.*



The glossary window does not have to be on the screen when you insert a glossary entry in your document. Once you have created the glossary, you can close the window.

To use a glossary entry:

- 1 Select the location where you want to insert the text.
- 2 Type the glossary name.
- 3 Hold down the Command key and press the Backspace key. The glossary text appears in your document.





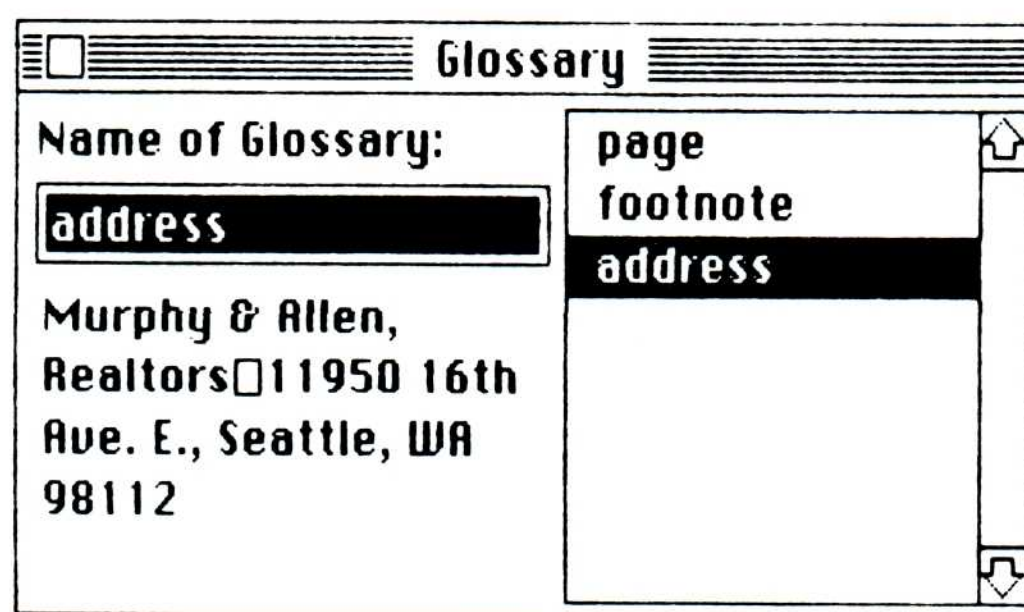
There is no limit to the size of the glossary entry text (so long as it fits on the disk).

When you expand a glossary entry, the character and paragraph format of the glossary entry will apply to whatever you type to the right of the entry. Press Command-Shift-spacebar to go back to “plain text” character format, and Command-Shift-P to go back to “normal” paragraph format. If the glossary includes font changes, choose Formats from the Character menu to go back to your normal text font and size. See Chapter 7, “Formatting Your Work,” for details on formatting.

You can insert graphics into a glossary from another application. Open the glossary window using Show Glossary. Then use the Paste command to move the picture from the Clipboard into the glossary window. The picture will always be at the beginning of the glossary entry. For more information, see “Appendix D, Using Word With Other Applications.”

### To display a glossary entry:

- 1 Open the glossary window with the Show Glossary command.
- 2 Select the name of the glossary you want to see in the list box. The glossary name and text appears on the left side of the window.



You may not be able to see all of the glossary entry text—to do so, you can copy the entry to the Clipboard and open the Clipboard.

The glossary window does not display formatting to the glossary entry text. When you expand the glossary name, any formats in the original text will also appear in the new location.



### **To replace a glossary entry:**

You cannot edit glossary text in the glossary window. Instead, you must change the text in the document, then replace the obsolete glossary text with the new.

- 1 Type the new glossary text in the document, or expand the glossary name then edit the text.
- 2 Move or copy it to the Clipboard.
- 3 Open the glossary window with the Show Glossary command.
- 4 Display the glossary text by selecting the name from the list box.
- 5 Choose Paste from the Edit menu to paste the glossary text from the Clipboard over the text in the window.

The new entry completely replaces the old entry.

### **To delete a glossary:**

- 1 Choose the Show Glossary command.
- 2 Click the name of the glossary you want to remove.
- 3 Choose the Cut command. This deletes the glossary name and entry.

### **To save a new glossary:**

- 1 You can choose the Save As command from the File menu while the glossary window is active, or you will see a prompt to save the glossary when you quit. You will see a box labeled: "Save Current Glossary as:".
- 2 Type the name of your glossary in the box. Most of the time you will want to save to Standard Glossary, which is the name suggested in the box.
- 3 Click the Save button, or press the Return or Enter key.

Word automatically uses the Standard Glossary when you choose the Show Glossary command. If you want all your glossary entries stored in one place, just save your entry in this glossary.

However, if you want to save the glossary entries for one session separately, you can do so by typing a new name when you save. This separate glossary will appear on your desktop, and you can copy and move it to other disks. To open a separate glossary, display the glossary window, then choose the Open command and select the glossary you want to open. The glossary will be merged into the glossary that is already in the glossary window (usually Standard Glossary, since Word loads this glossary automatically).

To move your glossary to another disk, use the Finder to copy it. See *Macintosh*, your owner's guide, for information on copying files from one disk to another.





# 7 Formatting Your Work

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When you format a document, you tell Word how you want your finished page to look. You can alter the position, shape, or density of characters in the text. You can change the alignment and spacing of paragraphs, or indent them from the margins. You can set tabs to align your text in columns. Usually, any format you choose will appear on your printed document just as it appears on the screen.

With Word, you control three levels of format: the appearance of characters, the alignment and spacing of paragraphs, and the layout of pages. This chapter covers character and paragraph formatting. For information on page layout, see the next chapter, “Working With Complex Documents.”

## **In this chapter:**

- Formatting Characters
- Formatting Paragraphs
- Setting Tabs



## Formatting Characters

---

Text consists of the characters that you type in your document. Characters include letters, symbols, numbers, and spaces. There are also some special characters, normally invisible, that you can display with the Show ¶ command on the Edit menu. See the Show ¶ command in Chapter 11, “Commands,” for more information.

The Character menu commands control font, font size, position, and shape of characters. Use these commands to:

- Emphasize text by making it boldface, italic, outlined, underlined, shadowed, or small caps.
- Change the position of a character or characters (subscript or superscript).
- Change the font—there are several fonts available on the Word master disk.
- Change the size of the font.

Character formatting is saved when you save your document. Character formats are also kept when you move or copy your formatted text into other parts of the document.

When you type text at the insertion point, that text will look like the text just before the insertion point—unless you change the format with a key sequence. See the section on “Changing Characters With the Keyboard” below.

### The Character Menu Commands

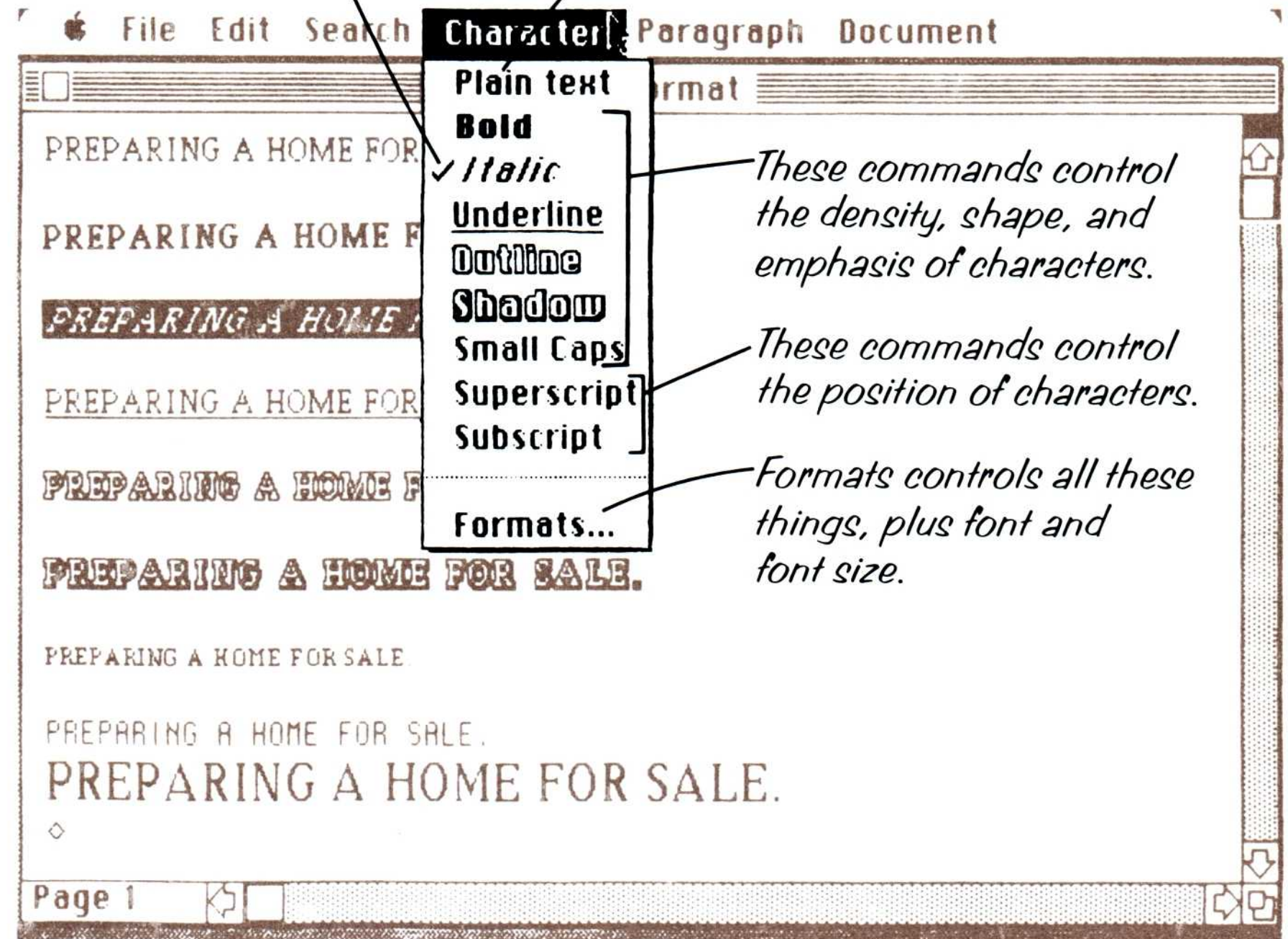
The Character menu gives you two ways of formatting. When you want to change the emphasis or position of text quickly, choose the appropriate command from the menu. But if you want to make extensive changes, or change several things at one time, use the Formats command.



## When you pull down the Character menu:

*When you format characters, a check (✓) appears next to the command you used.*

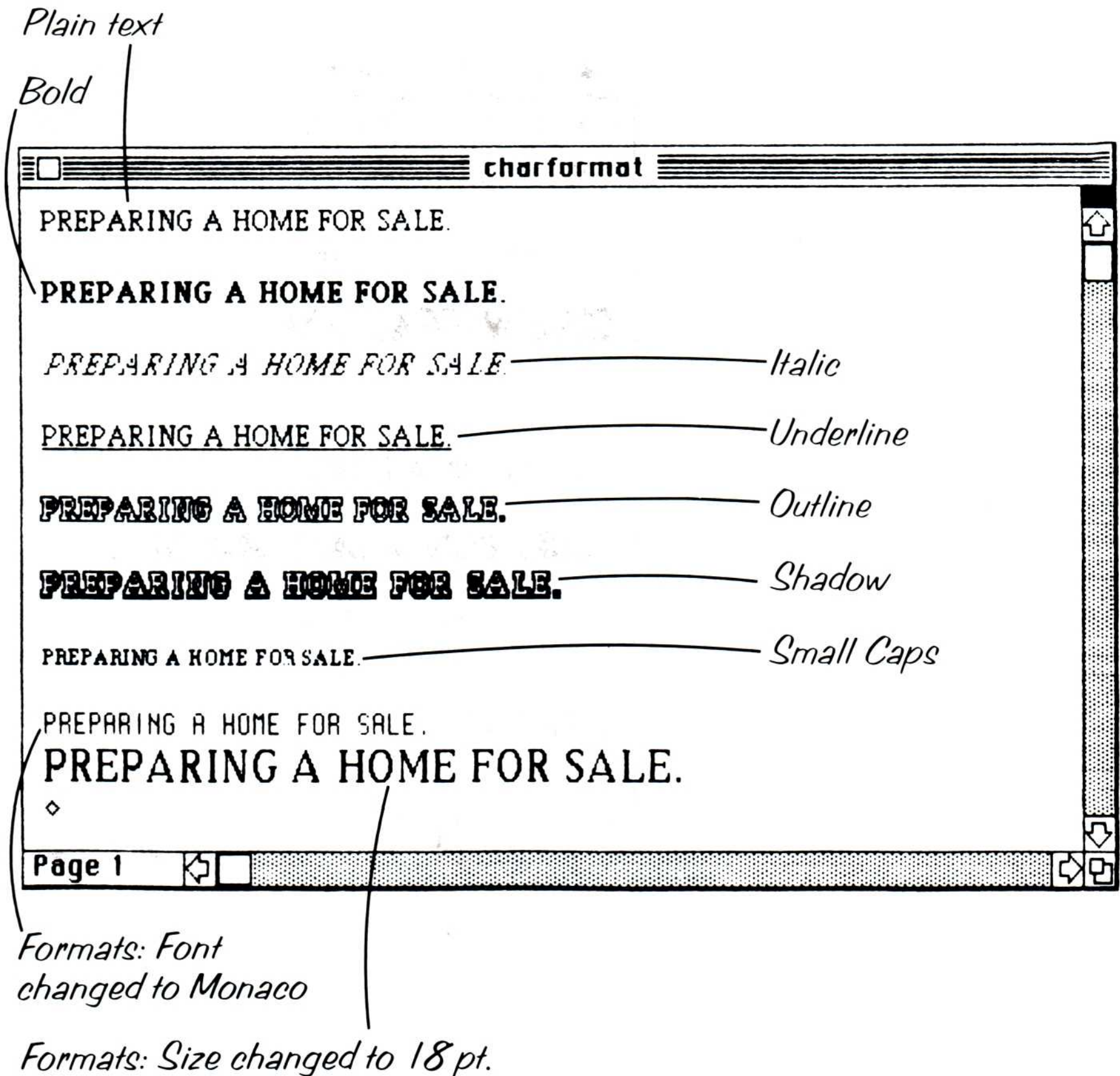
*Plain text displays text without any character formatting. This command also erases character formatting.*





## To change the appearance of characters:

- 1 Select the text you want to change.
- 2 Choose the format you want from the menu:



Note that you can change font and font size, as well as character emphasis and position, with the Formats command. Details for changing the font and size are given below.

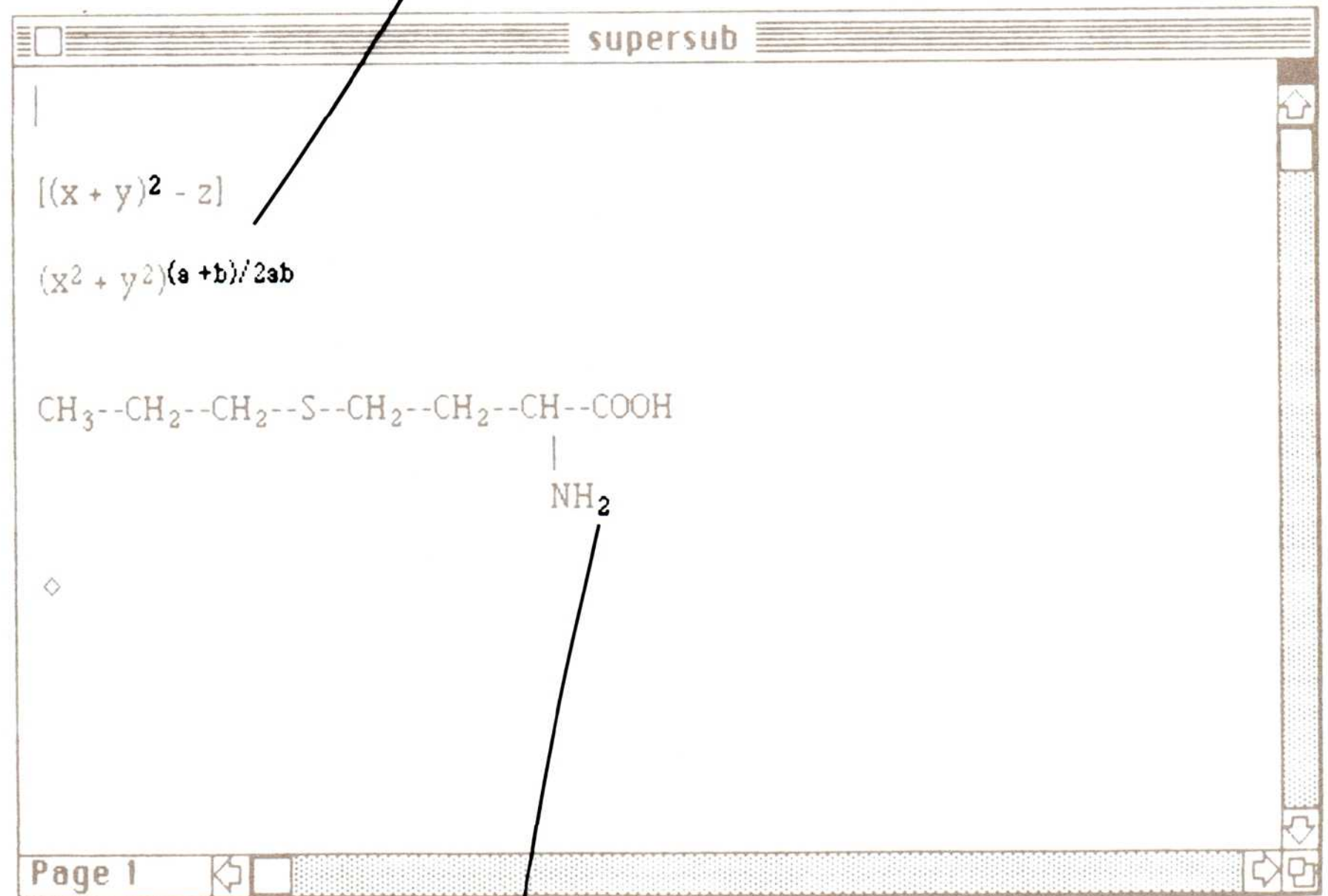
When you choose commands from the menu, you can add new formats to previous ones. For example, if you choose Bold, then Italic, the resulting characters will be boldface and italic. But if you choose a command that is already checked, this will remove that character format. For example, if Bold is checked on the menu, then choosing Bold again cancels the format.



## To change character position:

- 1 Select the text to be changed.
- 2 Choose Superscript or Subscript from the Character menu.

*Superscript raises the selected characters above the baseline of the text. The superscripted characters are reduced in size.*



*Subscript lowers the selected characters below the baseline of the text. The subscripted characters are reduced in size.*

## To change the font:

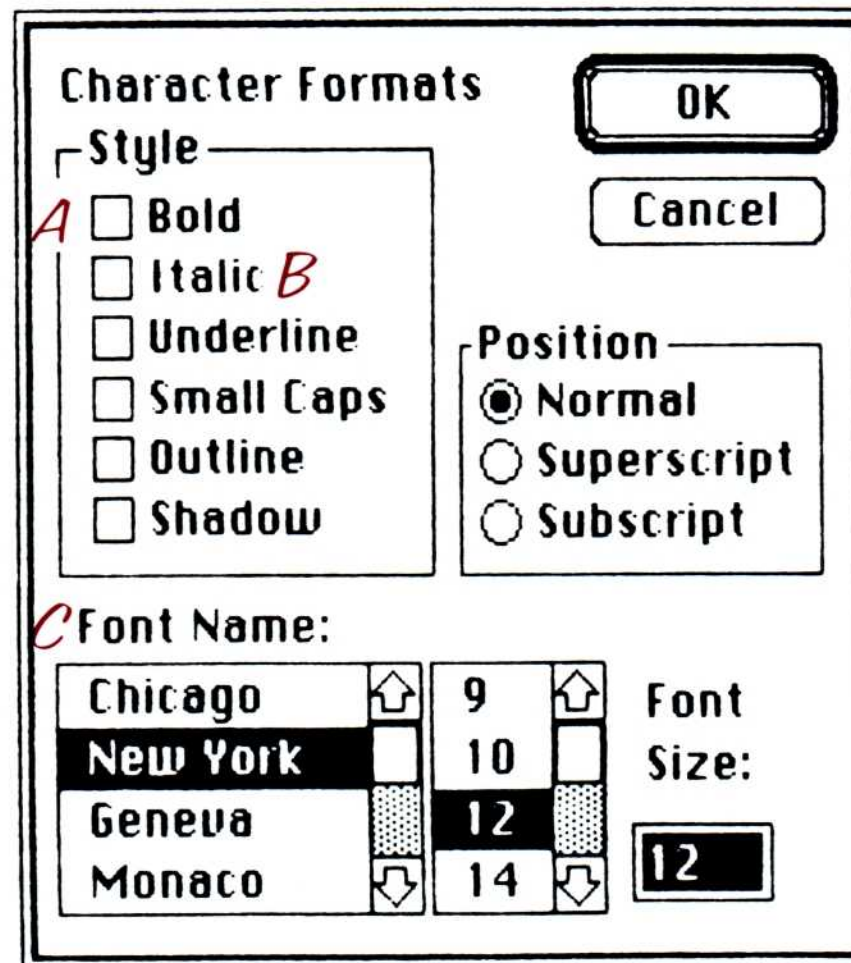
The font is the design of the alphabet in which text is displayed or printed. The font is preset to 12-point New York; you can change it to any of the fonts available on the Word master disk. These fonts may vary, depending on which version of the Macintosh system you have.



- 1 Choose the Formats command on the Character menu. You will see this dialog box:

*A Same as Character menu commands. If you want to add or remove several formats at once, it is easier to click here.*

*B Click on the style name to toggle the format on and off.*



*C Available fonts—scroll to see the entire list.*

- 2 Choose a font; click the OK button.

## To change the font size:

You can make your characters larger or smaller with the Formats command. For example, you might want to make the title of a document larger. In Word, character size is measured in points and picas (the standard measure for typesetters and printers). A pica is equal to 1/6 of an inch. A point is equal to 1/12 of a pica, or 1/72 of an inch.

- 1 Choose the Formats command on the Character menu.

*The right side of the list box shows sizes available with each font. As you move from font to font, sizes available will change. Click to select a size . . . OR . . . type here to specify a font size.*

Character Formats

OK Cancel

Style

☐ Bold  
☐ Italic  
☐ Underline  
☐ Small Caps  
☐ Outline  
☐ Shadow

Position

☒ Normal  
☐ Superscript  
☐ Subscript

Font Name:

Chicago	9
New York	10
Geneva	12
Monaco	14

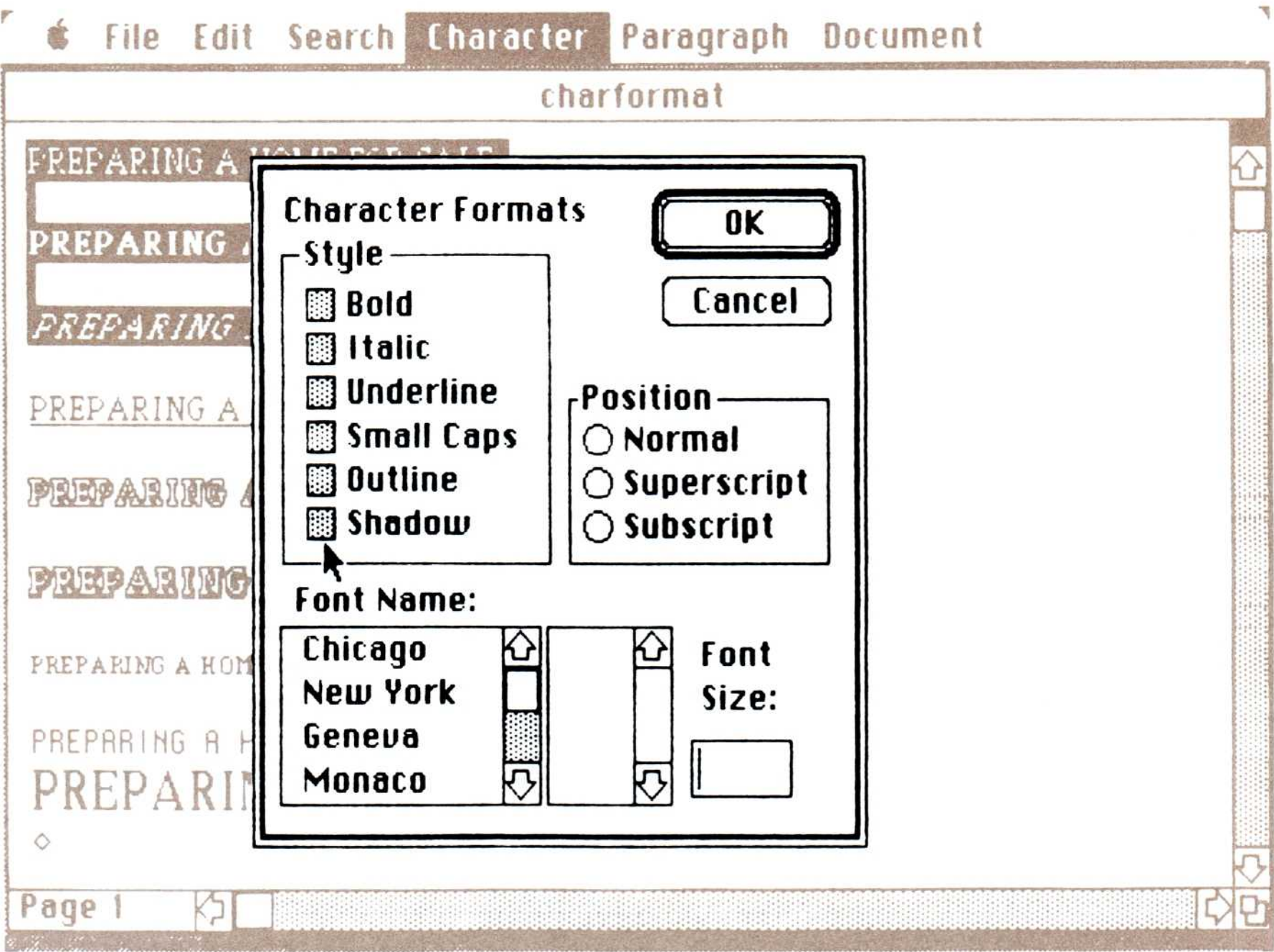
Font Size: 14

- 2 In the lower part of the dialog box a list box displays the names and sizes of the fonts available with the system on the Word master disk.
- 3 To the right of the list box is a text box labeled “Font Size:” You can specify any size in this box. If you specify a size that is not available for a particular font, Word produces the size as closely as possible. (The results may look ragged.)
- 4 Select any other formats you wish to change; then click the OK button.

Any character formatting that has been applied to the selection is reflected in the Formats dialog box. For example, if your selection is New York Bold, the Bold box will be checked, and New York will be selected in the list box.



However, if your text selection contains two or more different formats, all “Style” check boxes will be gray. The style of the characters in the selection will not be affected when you click OK, unless you click one of the styles on or off.



To make several changes at once:

The Formats command lets you make several changes all in one step.

*Click to select the format (an X appears in the box).*

*Click again to remove the format.*

The dialog box is titled "Character Formats". It contains several sections:

- Style:** A list of checkboxes for "Bold", "Italic", "Underline", "Small Caps", "Outline", and "Shadow". "Bold", "Underline", and "Small Caps" are checked.
- Position:** A list of radio buttons for "Normal", "Superscript", and "Subscript". "Normal" is selected.
- Font Name:** A list box containing "Chicago", "New York", "Geneva", and "Monaco". "Monaco" is selected.
- Font Size:** A list box containing "9" and "12". "9" is selected.
- Buttons:** "OK" and "Cancel" buttons are located in the top right corner.

*Click OK when you have chosen all your formats.*

*Select new fonts and font sizes from the list box . . .*

*. . . or type the size in the "Font Size:" text box.*

If there are fonts on your copy of the Word disk that you never use, you can delete them or move them to another disk. See "Appendix C, Disk Space and Memory," for more information.

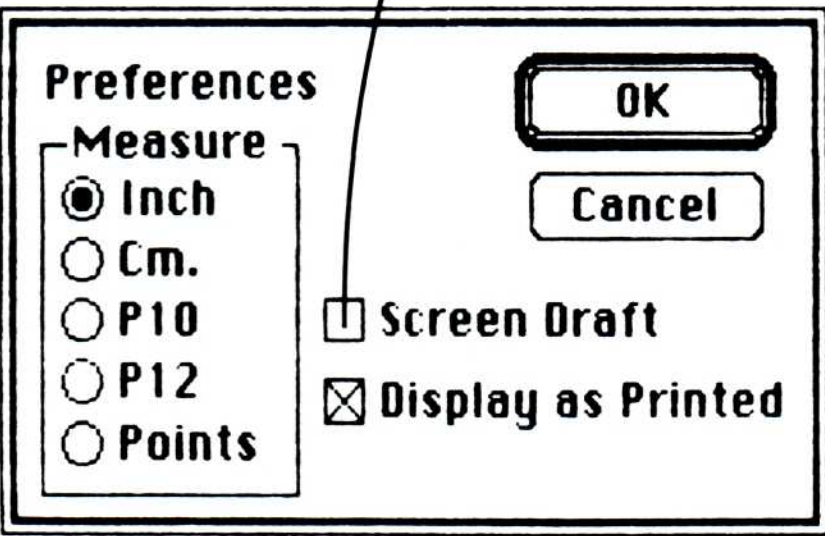
If you are working with several fonts and sizes, and the Word program seems to run slowly, you can use the "Screen Draft" option of the Preferences command to make the program run faster. "Screen Draft" affects



characters in large font sizes only. It draws those characters on the screen with less precision, but does not affect the printed document.

*Choose the Preferences command from the Edit menu.*

*Click "Screen Draft." Then click OK.*



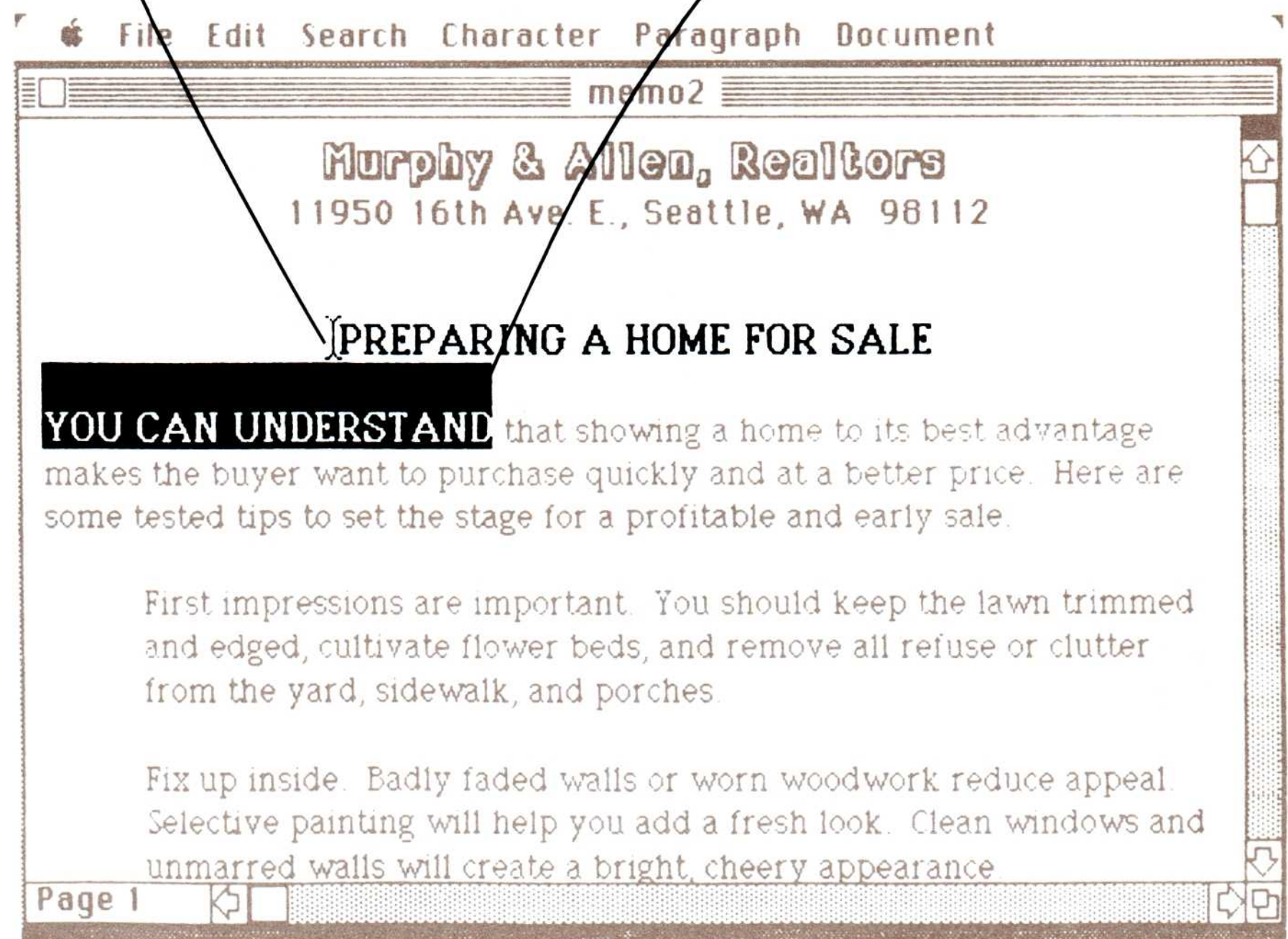
**To copy character formats:**

You can also copy the formats of characters to other characters. (This applies to font and font size as well.)

- 1 Select the text that you want to format.
- 2 Position the mouse pointer on the text that already has the desired format.
- 3 Hold down the Option and Command keys and press the mouse button. When you release the mouse button and the keys, the selected text looks like the formatted text.

*This format (14 point Bold) . . .*

*. . . was copied to the selection using the mouse.*



## Changing Characters With the Keyboard

You can change the format of characters with key combinations, as an alternative to using the Character menu commands. This is useful if you are entering text and want to keep your hands on the keyboard.

**To emphasize characters as you type:**

- 1 When you are ready to change the character format, press the desired key sequence.
- 2 Type the text you want to emphasize.



<i>To get this format...</i>	<i>Press these keys:</i>
Font Size	Command-Shift- < makes text the next font size smaller. Command-Shift- > makes text the next font size larger.
Superscript	Command-Shift- = (equal sign)
Subscript	Command-Shift-(hyphen)
Italic	Command-Shift-I
Bold	Command-Shift-B
Underline	Command-Shift-U
Shadow	Command-Shift-S
Outline	Command-Shift-D
Small Caps	Command-Shift-K
Plain text	Command-Shift-spacebar

Pressing Command-Shift-spacebar does not affect the font.  
For a complete list of formatting keys, see “Appendix A, Key Sequences.”

- Press Command-Shift-E, then a number:
- 0 = Chicago
  - 1 = New York
  - 2 = Geneva
  - 3 = Monaco
  - 4 = Dover
  - 5 = Dover PS

Fonts available on the Word disk may vary.

**To change the font:**

## Formatting Paragraphs

---

You are familiar with paragraphs—blocks of text set apart from the text before and after by a line space or by a first line indent. In Word, a paragraph consists of the characters you type and the formatting you assign before you press the Return key, plus the paragraph mark inserted by the Return key.

The paragraph mark is normally invisible. You can select, delete, copy, or display it by choosing the Show ¶ command from the Edit menu.

A paragraph can be as long or as short as you want. For example, the title of your document is usually a paragraph. Start a new paragraph when you want to:

- Make a paragraph break in the text
- Create a heading for your document
- Split a paragraph in two
- Change the alignment, line spacing, or indentation of part of the document
- Change your tab settings in part of the document

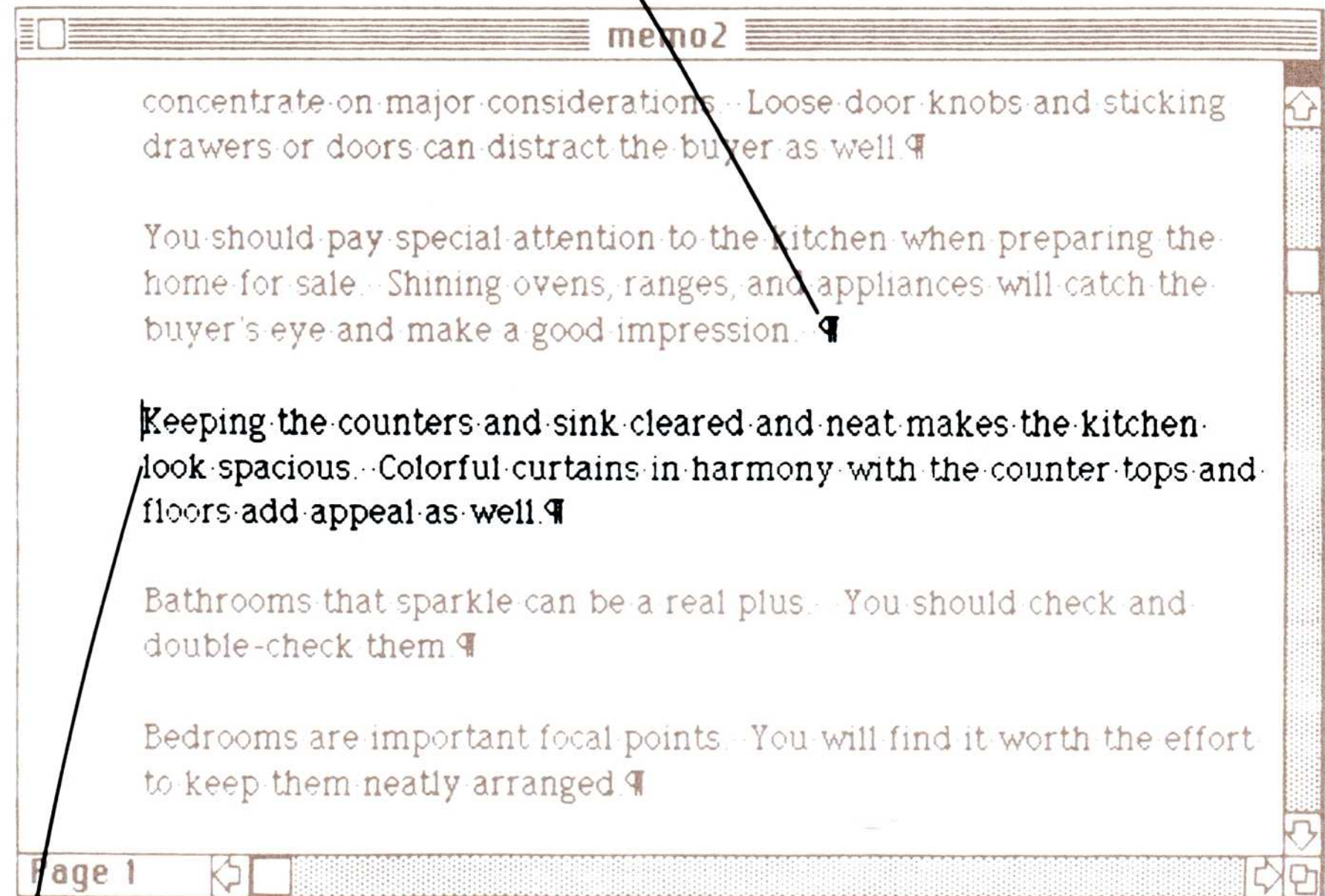


## To break a paragraph into two:

- 1 Move the insertion point to where you want to break the paragraph.
- 2 Press the Return key.

*The Show ¶ command on the Edit menu was used to display the ¶ character. (This step is optional.)*

*The Return key was pressed here.*



*This text became a separate paragraph.*

## To join two paragraphs:

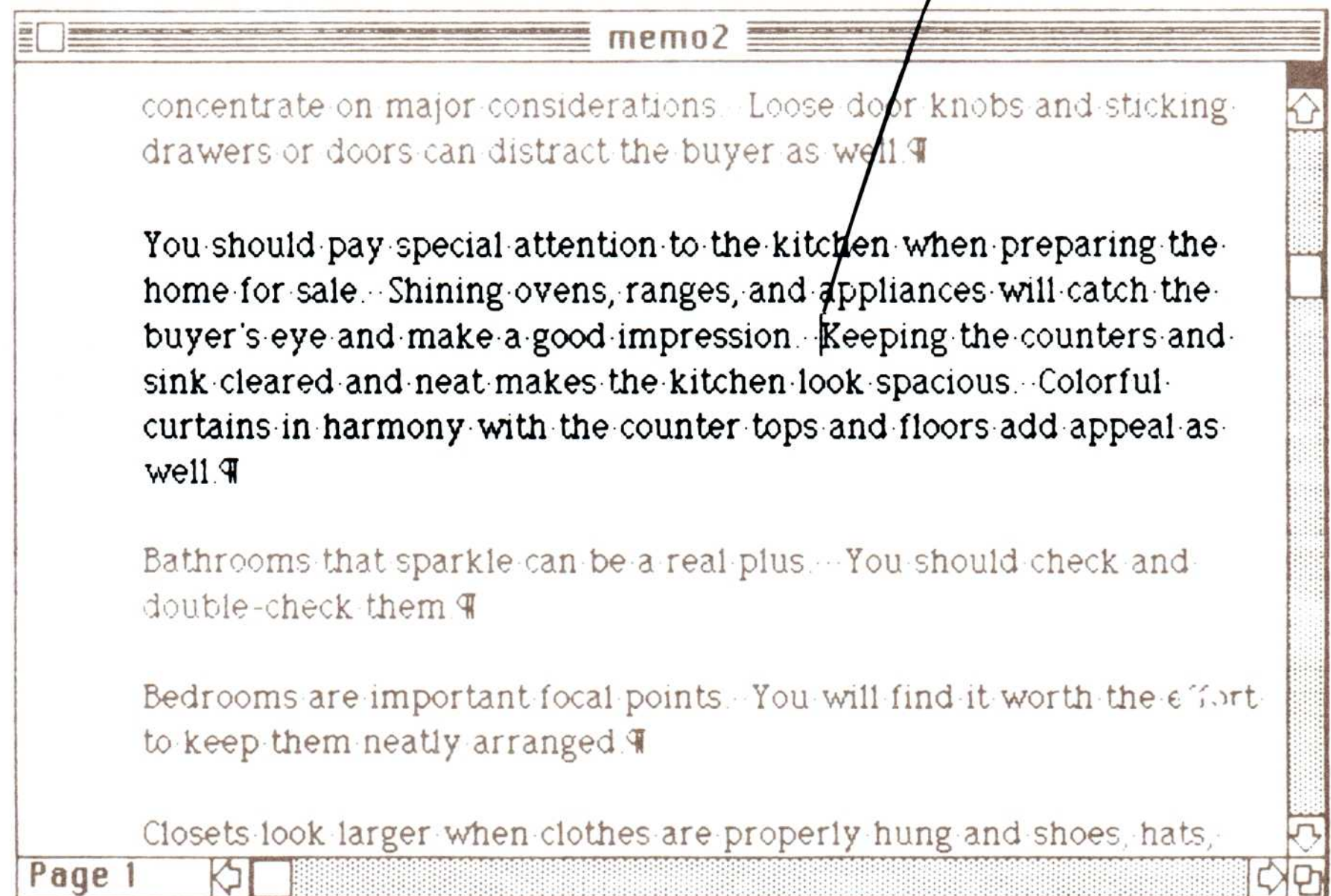
- 1 You may find it easier if you display the paragraph mark, although it is not required. To display the paragraph mark, choose the Show ¶ command from the Edit menu.
- 2 Select the paragraph mark of the first paragraph. Choose Clear from the Edit menu or use the Backspace key to delete it. (Use the Cut command if you want to delete to the Clipboard.)

OR



Place the insertion point at the first line of the second paragraph, and backspace. (Backspace twice if you used the Return key to open space between the paragraphs.)

*The ¶ is deleted to join paragraphs.*



Paragraph formatting is saved with your document. Paragraph formatting is also kept when you copy or move your formatted text to another location, as long as you move or copy the paragraph mark with the text.

Margins are part of the page format, and can be changed with the Page Setup command in the File menu. See Chapter 9, “Printing Documents” for more information; also see “Appendix B, Preset Options and Formats.”

## The Paragraph Menu Commands

The Paragraph menu commands give you more control and flexibility in designing your documents. The Paragraph menu commands control line spacing, indentation, alignment of text, and tabs.

The Paragraph menu gives you three ways of formatting. When you want to change the alignment or line spacing of a paragraph quickly, choose a command from the menu. If you want to change indentation, or make several changes at once, use the Formats command. You can also change indents and tabs on the ruler, which appears at the top of the screen



when you choose the Formats command (or the Show Ruler command on the Edit menu).

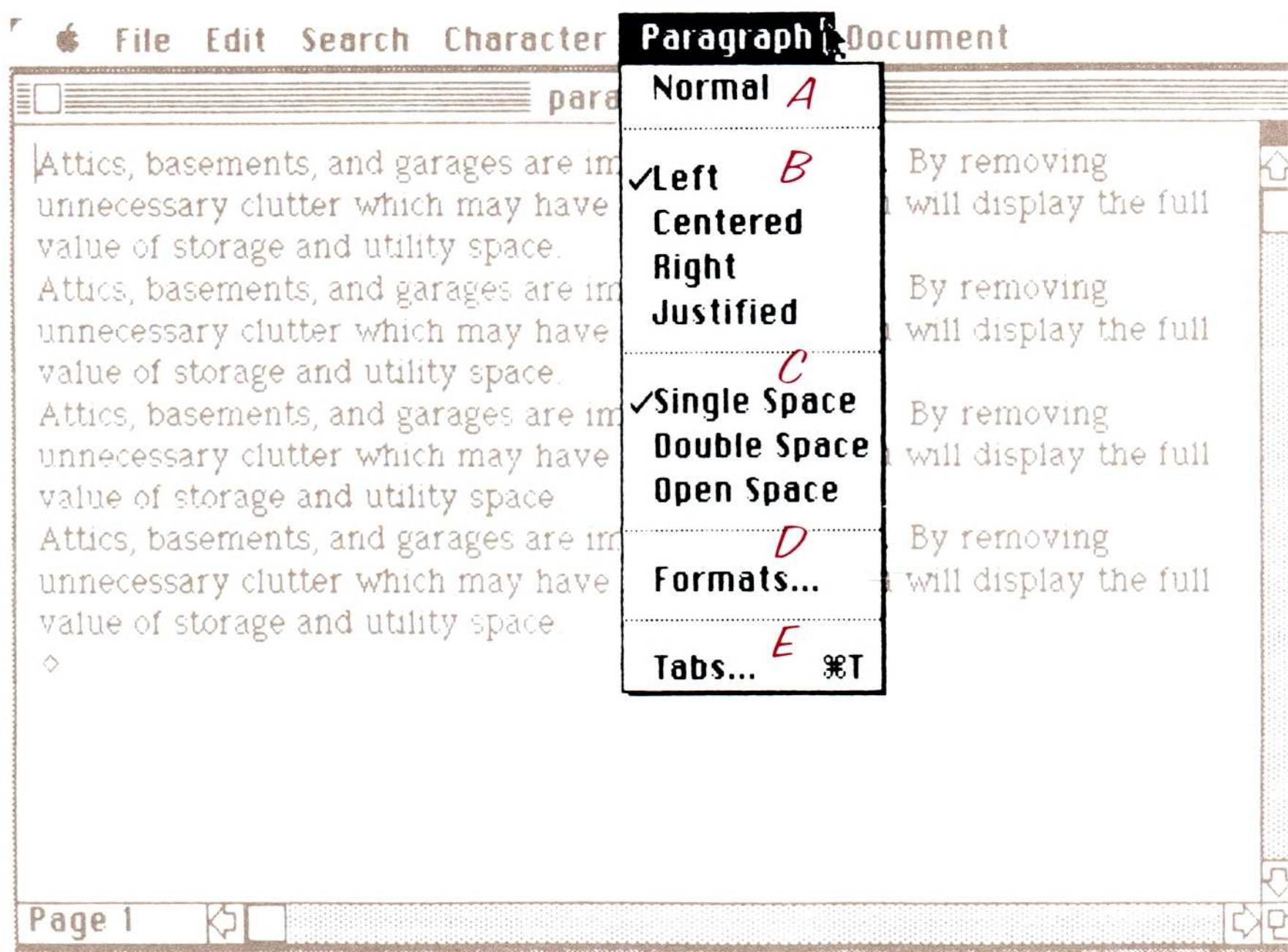
Whenever you use a command on the Paragraph menu, make sure the insertion point or selection is in the paragraph (or paragraphs) you want to change.

See “Setting Tabs” in this chapter for more information on how to set tabs and use the ruler.

**When you pull down the Paragraph menu:**

*A Normal restores left alignment and single spacing. It doesn't affect tabs.*

*B These commands affect alignment of text on the margins.*



*C These commands affect spacing between lines and paragraphs.*

*D Formats controls indentation, as well as alignment and line spacing. A ruler is displayed when you choose Formats.*

*E Tabs allows you to set tab stops.*



## To change paragraph alignment:

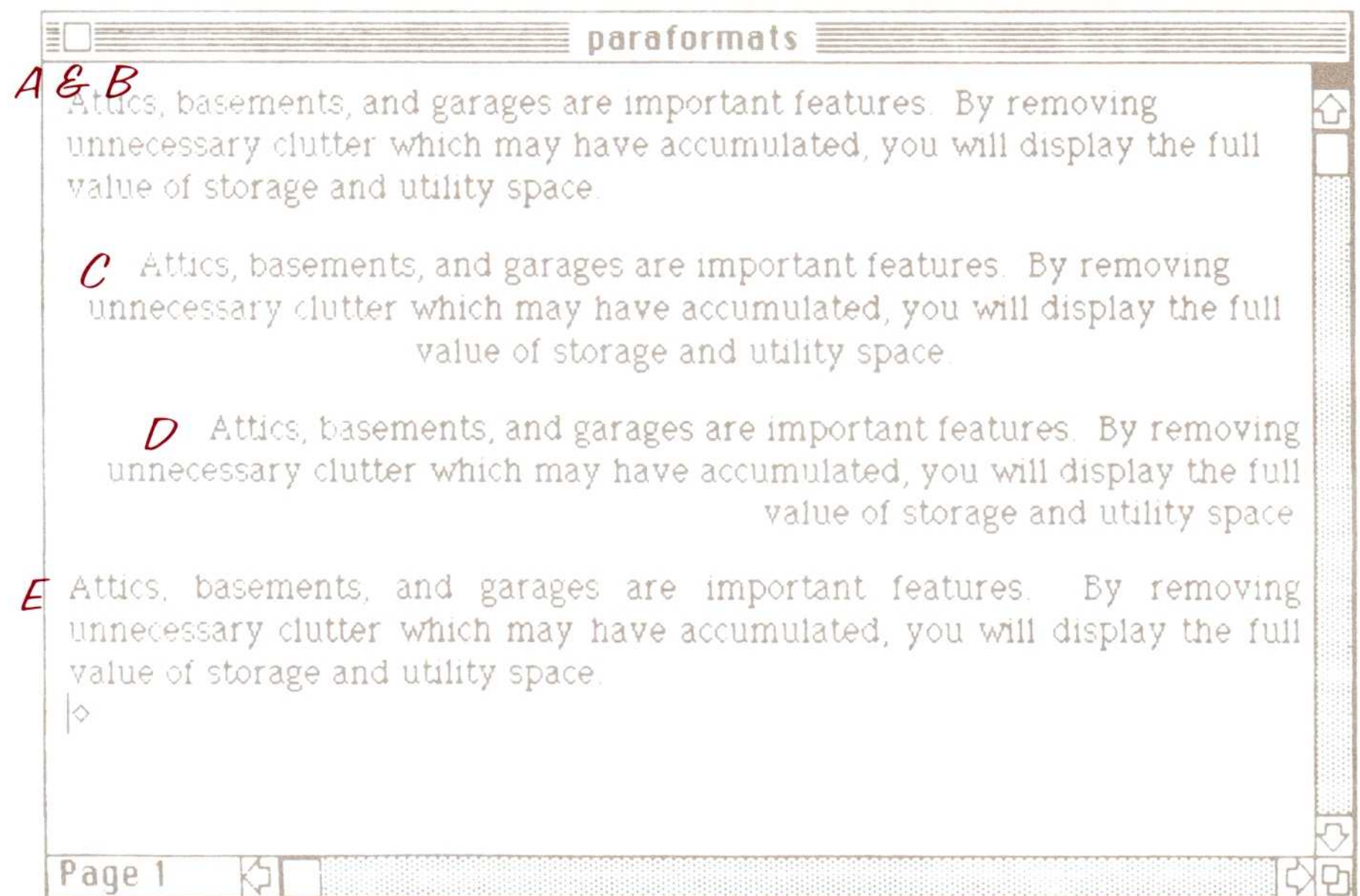
- Choose one of these commands from the menu: You can also use the Formats command on the Paragraph menu to change alignment.

When you select two or more paragraphs that do not have the same formats, a check does not appear on the menu; when you choose the Formats command, none of the formats are reflected in the dialog box.

*A The Normal command restores left alignment.*

*B The Left command aligns a paragraph flush left on the margin.*

*C The Centered command centers the paragraph.*



*D The Right command aligns the paragraph flush right on the margin.*

*E The Justified command justifies the paragraph by adjusting spaces so that the text fills the line to both margins.*

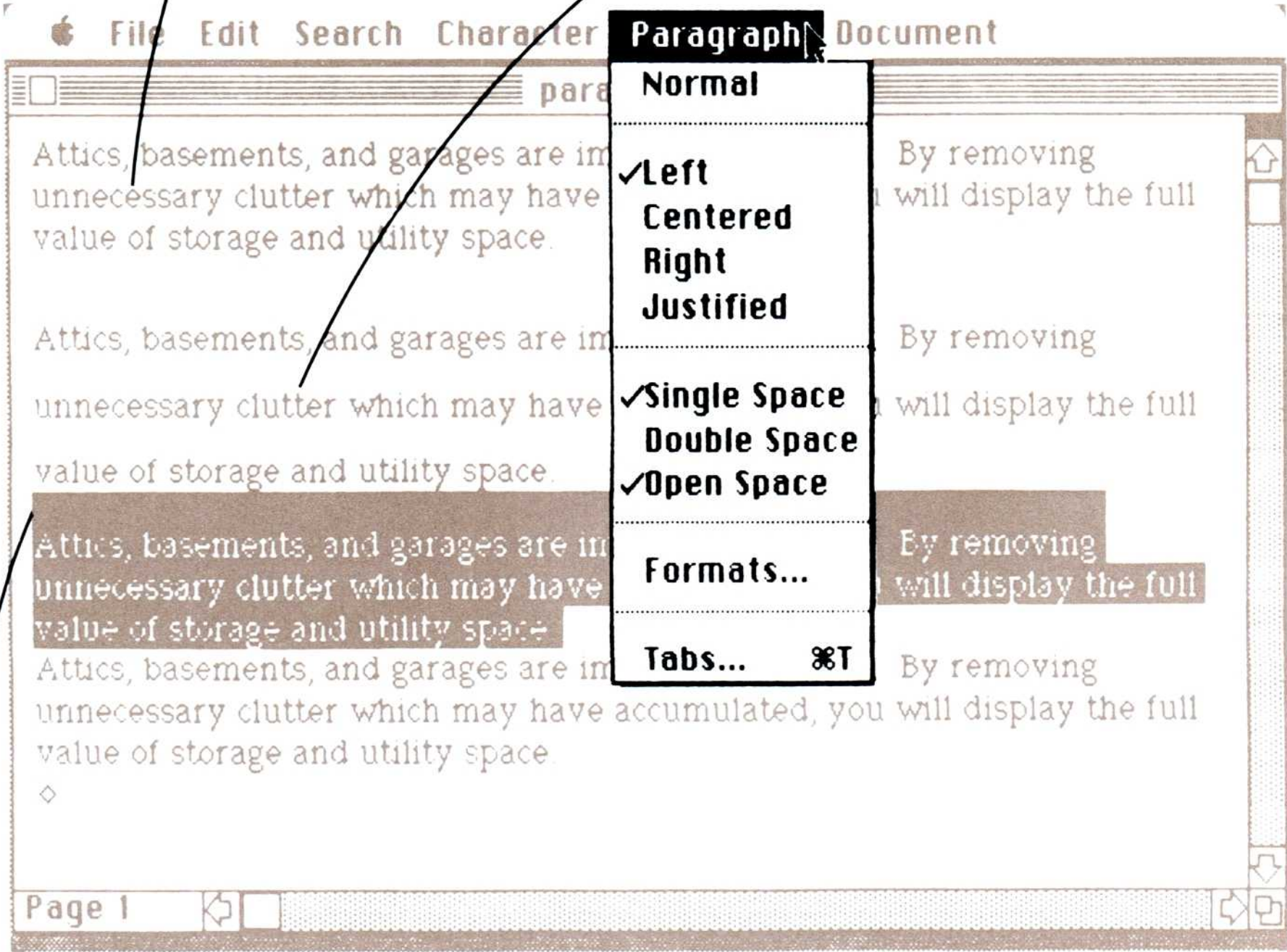


To change line spacing:

Choose one of the following commands to change line spacing:

*Single Space restores your paragraph to single spacing. Use this command to go back to single spacing without losing your indents.*

*Double Space adds an extra space between each line in the paragraph.*



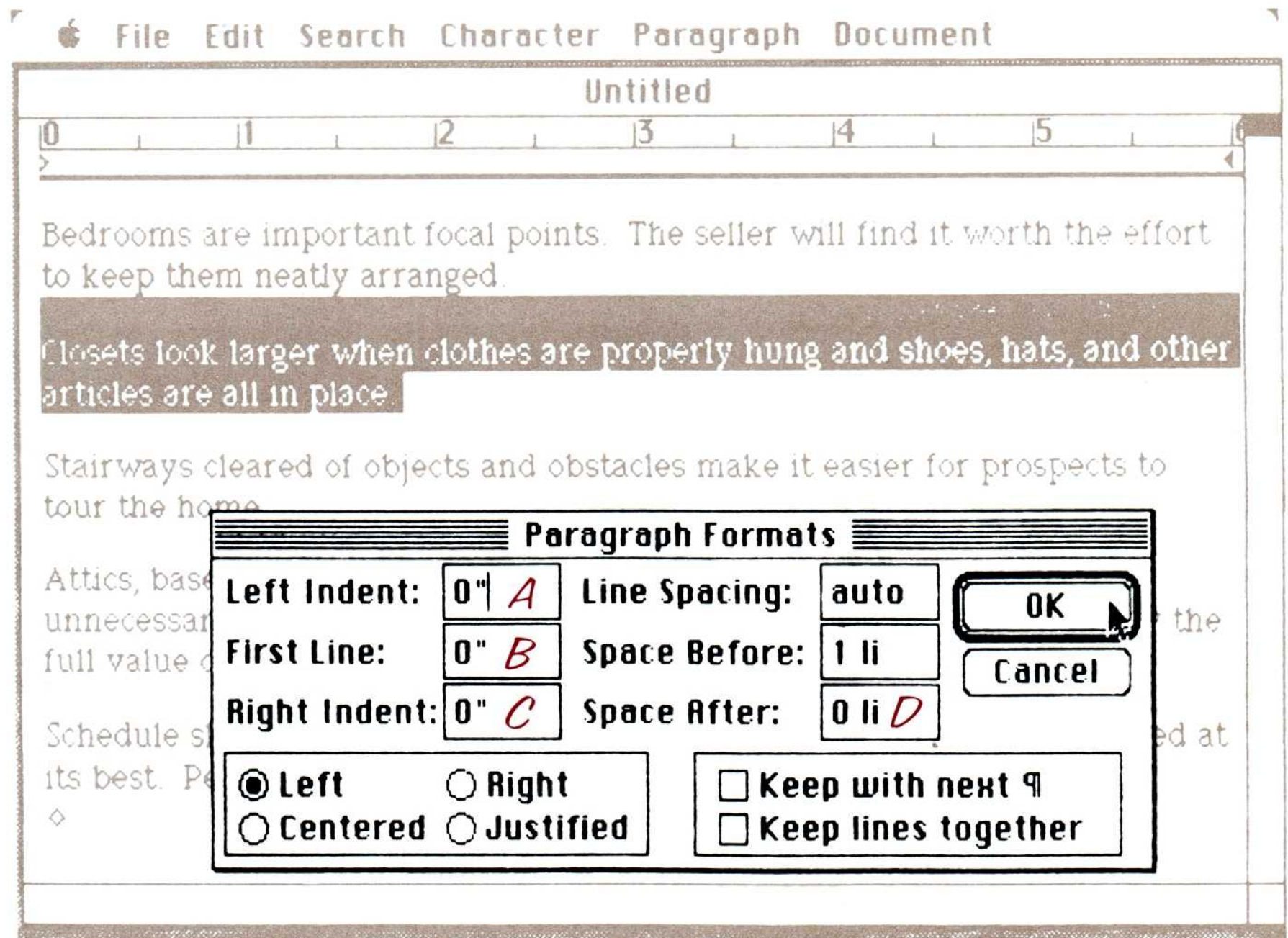
*Open Space adds a line space above the paragraph containing the selection or insertion point.*

You can use the Formats command to set single, double, and open spacing; to specify space before or after a paragraph; and to set a fixed line height.



## To indent:

- 1 Select the text you want to indent.
- 2 Choose the Formats command from the Paragraph menu. You will see this dialog box:



*A Type a number to indent text from the left margin.*

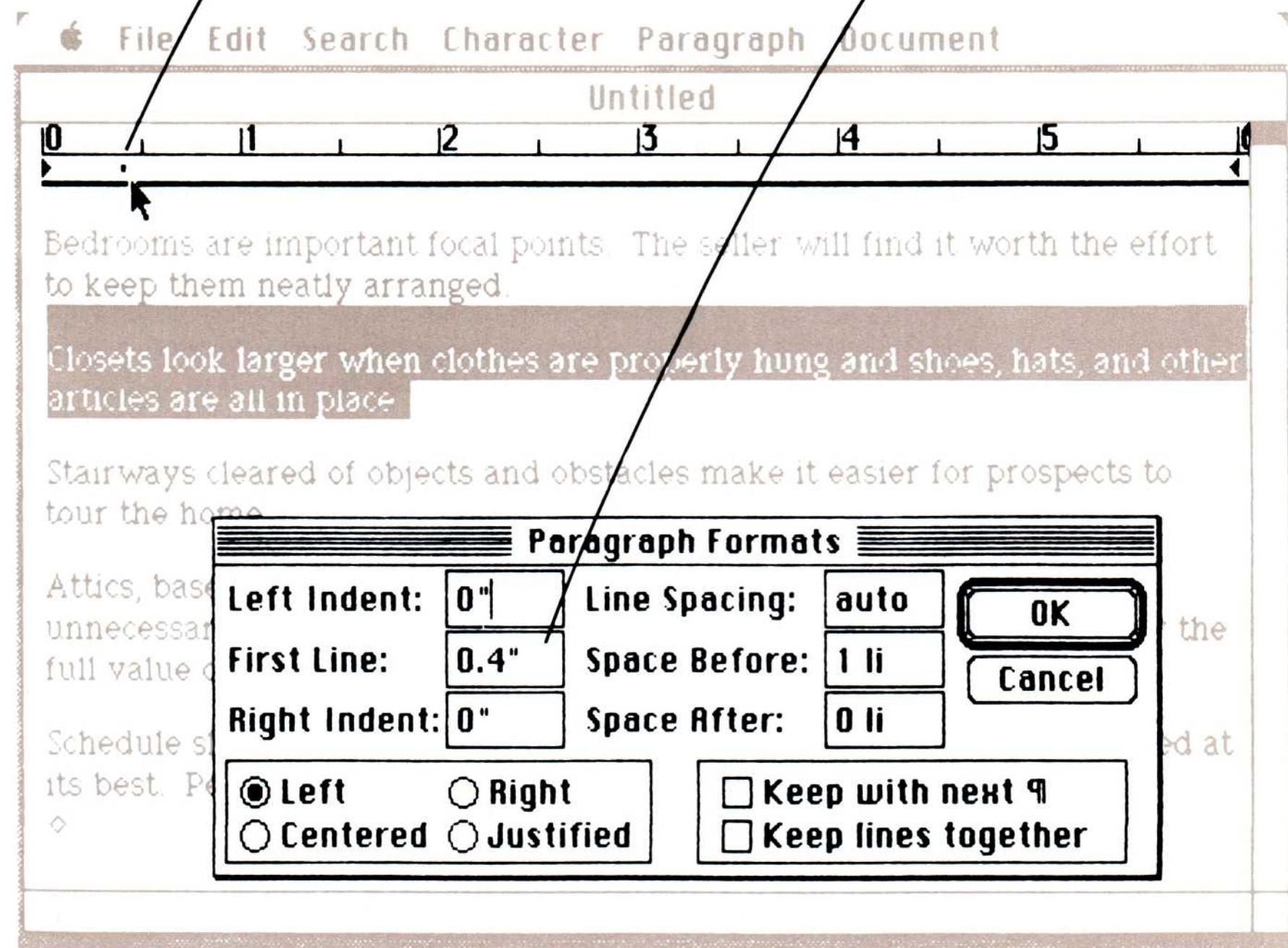
*B Type a number to indent the first line of the paragraph from the left margin.*

*C Type a number to indent text from the right margin.*

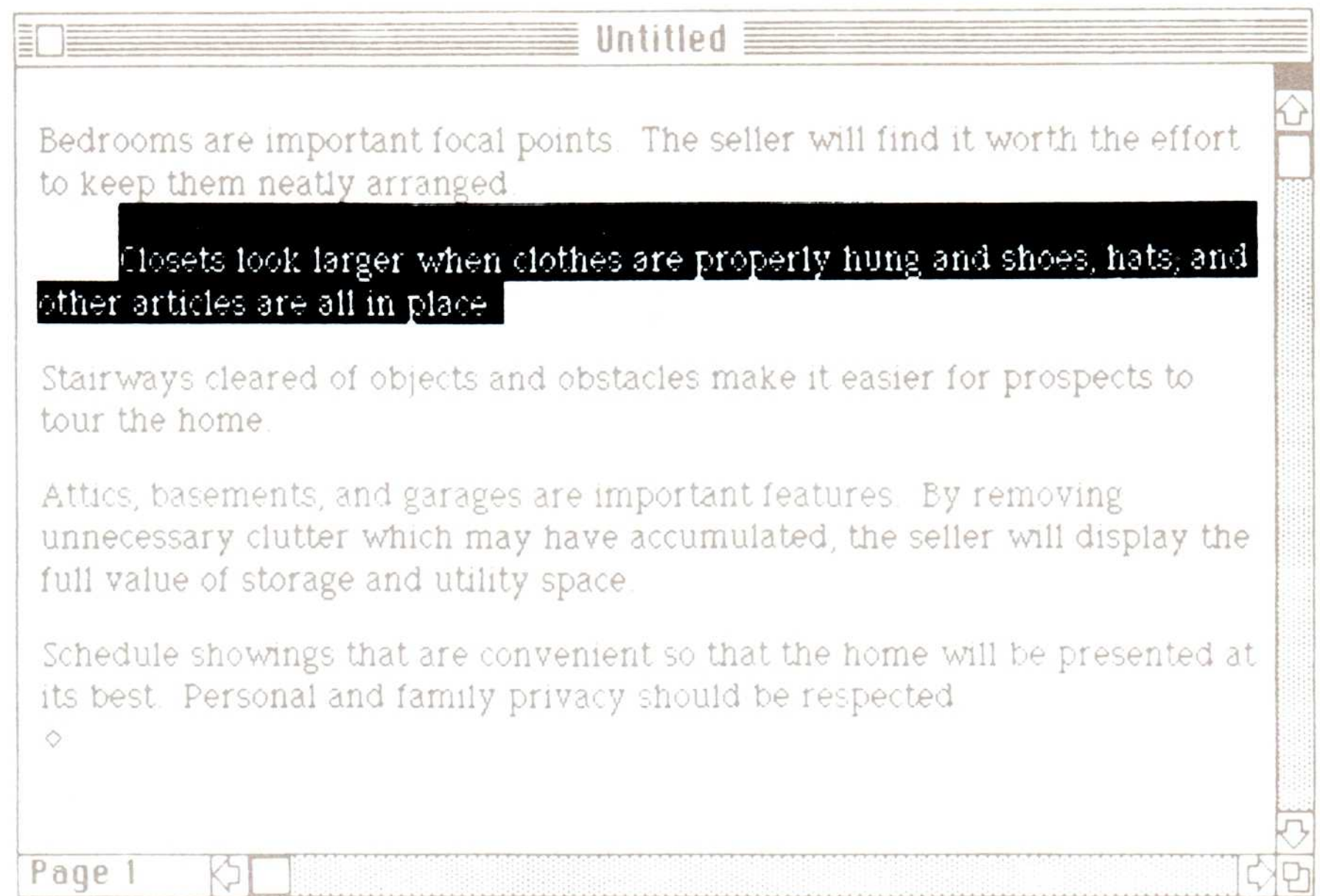


- 3 You can indent the first line of the paragraph in two ways:

*Click and drag the indent marker with the mouse . . . OR . . . type the position here.*



- 4 When you click the OK button, your indents are set.



You can indent text from the left margin or from the right margin the same way by dragging the triangular markers instead.

You can also set indents on the ruler with the Show Ruler command on the Edit menu. See the section below on “Using the Ruler to Indent” for information on displaying and working with the ruler.

Word uses inches as the preset unit of measure. If you occasionally want to use another unit of measure (centimeters, points, ten pitch, or twelve pitch), use the Formats command and type the number and the unit in the text box for left, right, or first line indent. If you want to change the unit for every measurement in your documents, use the Preferences command on the Edit menu. See “A Note About Measurements” below for information on changing the preset unit of measure.

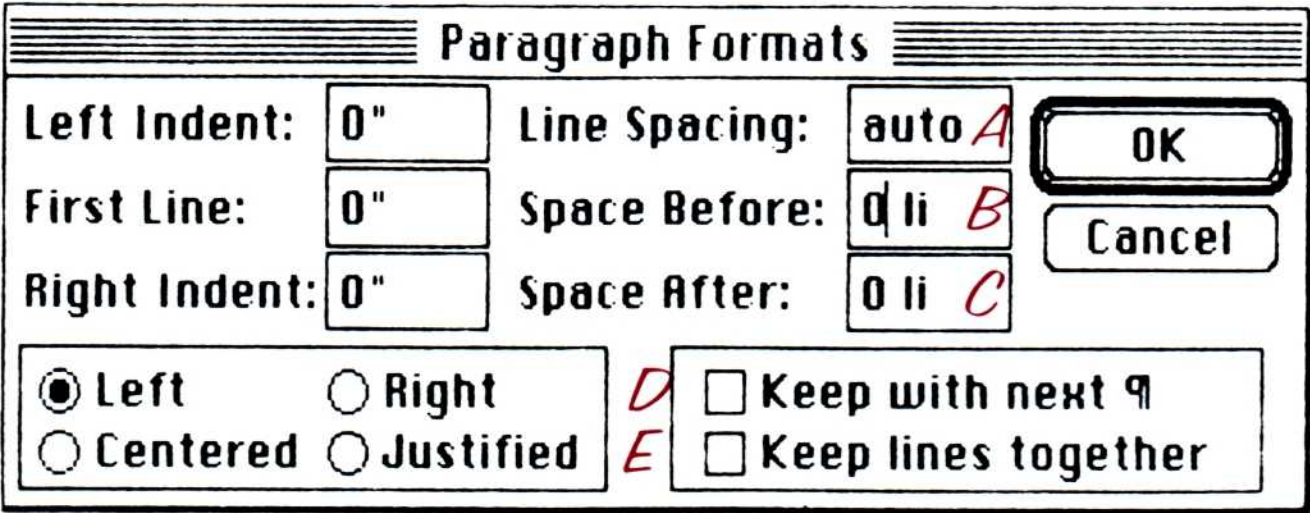


**To change line spacing with Formats:**

- 1 Select the text that you want to change the spacing for.
- 2 Choose Formats from the Paragraph menu.
- 3 Choose any of these spacing options:

*A "Auto" means that Word adjusts spacing between lines automatically. Type a number if you want to specify a fixed line height.*

*B Inserts extra space above a paragraph.*



*C Inserts extra space below a paragraph.*

*D Click to keep selected paragraph plus the following paragraph together on a page.*

*E Click to keep selected lines together on a page.*

- 4 Click the OK button.

If you don't specify a unit of measure, Word uses inches for indents and lines for line spacing. Word adjusts line height automatically. You can specify a fixed line height in the "Line Spacing:" text box. See "A Note About Measurements" below for more information.

Use the "Keep lines together" option when you have two or more lines that you want to keep together on a page. Use the "Keep with next ¶" option when you have two or more paragraphs that you want to keep together on a page—for example, a table with the text explaining it, or questions with answers.



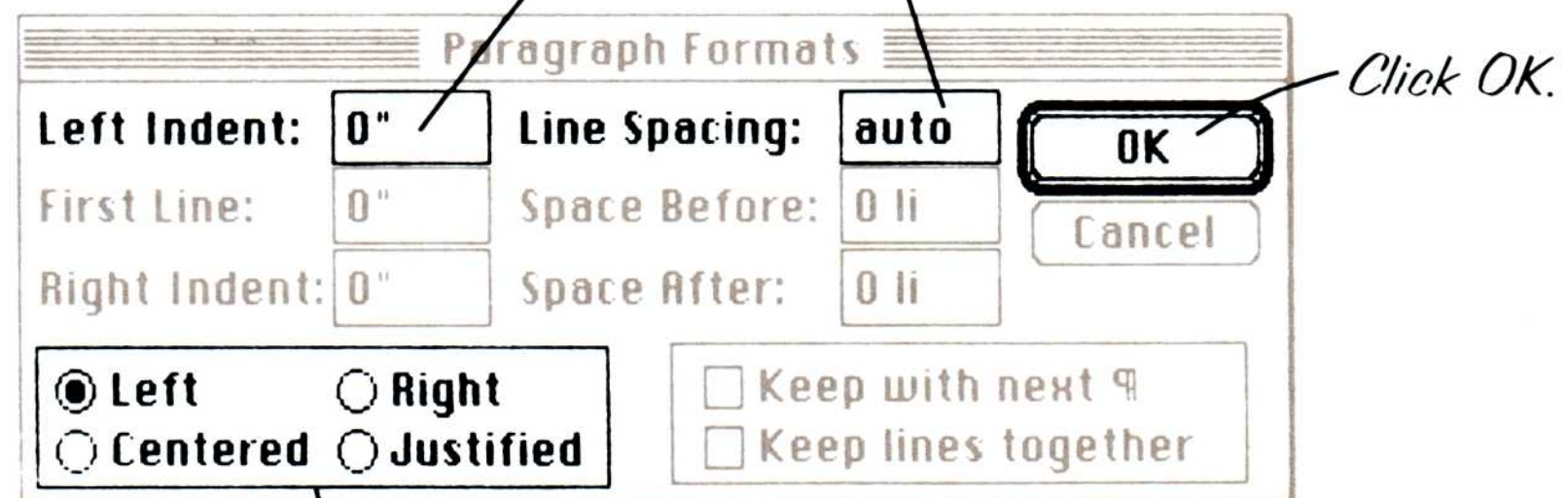
## To change from one format to another:

- Choose Normal from the Paragraph menu to restore text to single spaced, left aligned, unjustified, with no indents.

OR

Choose Formats from the Paragraph menu.

*Type your changes to indents and spacing in the text boxes.*



*Click any of the alignment buttons.*

## To copy paragraph formats:

You can also copy the formatting of one paragraph to another paragraph.

- 1 Make sure the paragraph you want to format contains the insertion point; or select the paragraph you want to format.
- 2 Position the mouse in the selection bar next to the paragraph that already has the desired formatting.
- 3 Hold down the Option and Command keys while clicking the mouse button.
- 4 Release the keys and the mouse button. The selected text will look like the formatted text.



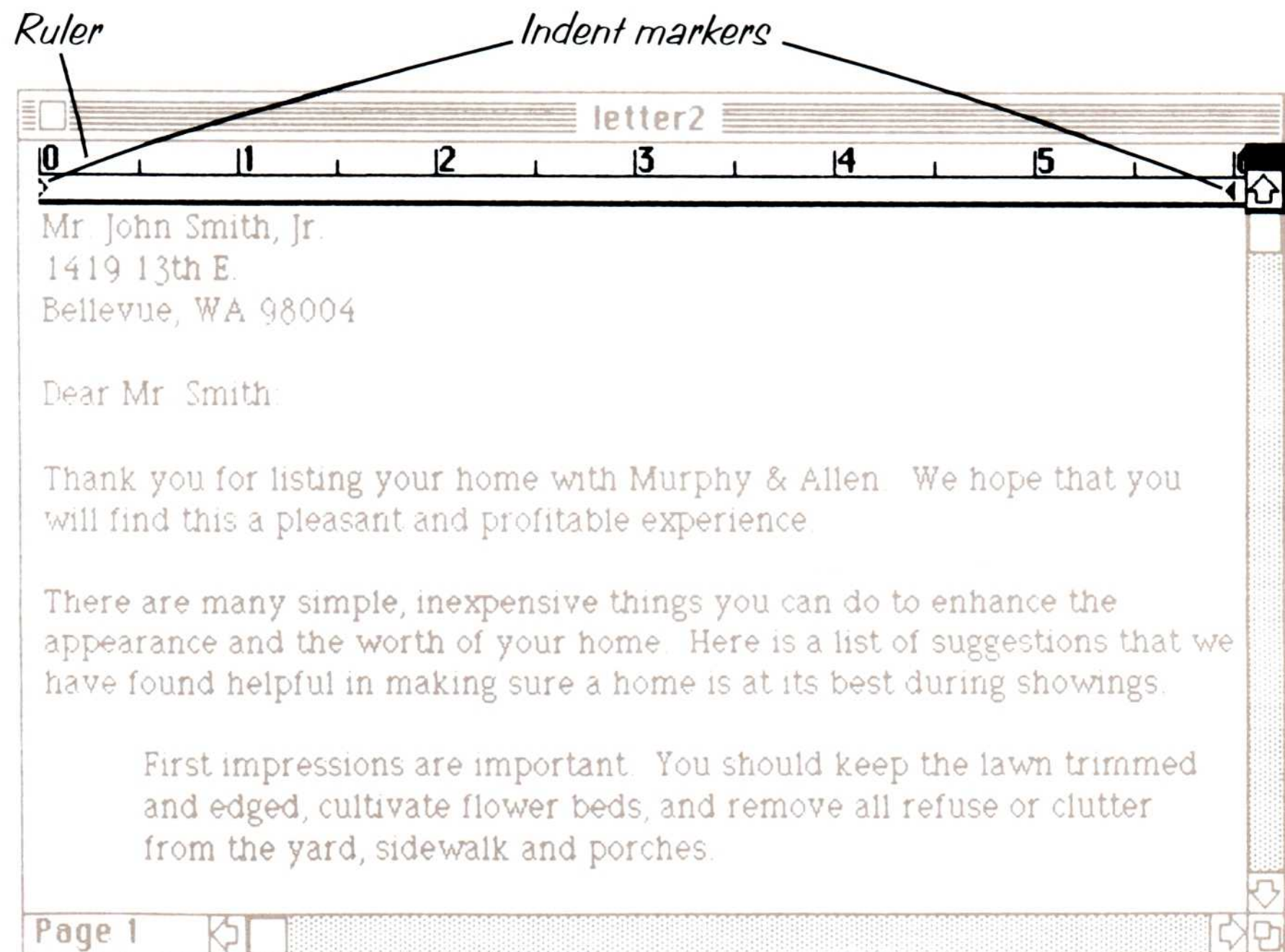
## Using the Ruler to Indent

You can also use the ruler to set indents for your text. The left and right indent markers are the triangles at the left and right ends of the ruler. (The left indent marker is partially obscured by the first line indent marker.)

### To display the ruler:

Choose one of these commands:

- The Formats command from the Paragraph menu.
- The Show Ruler command from the Edit menu.





## To set or change indents:

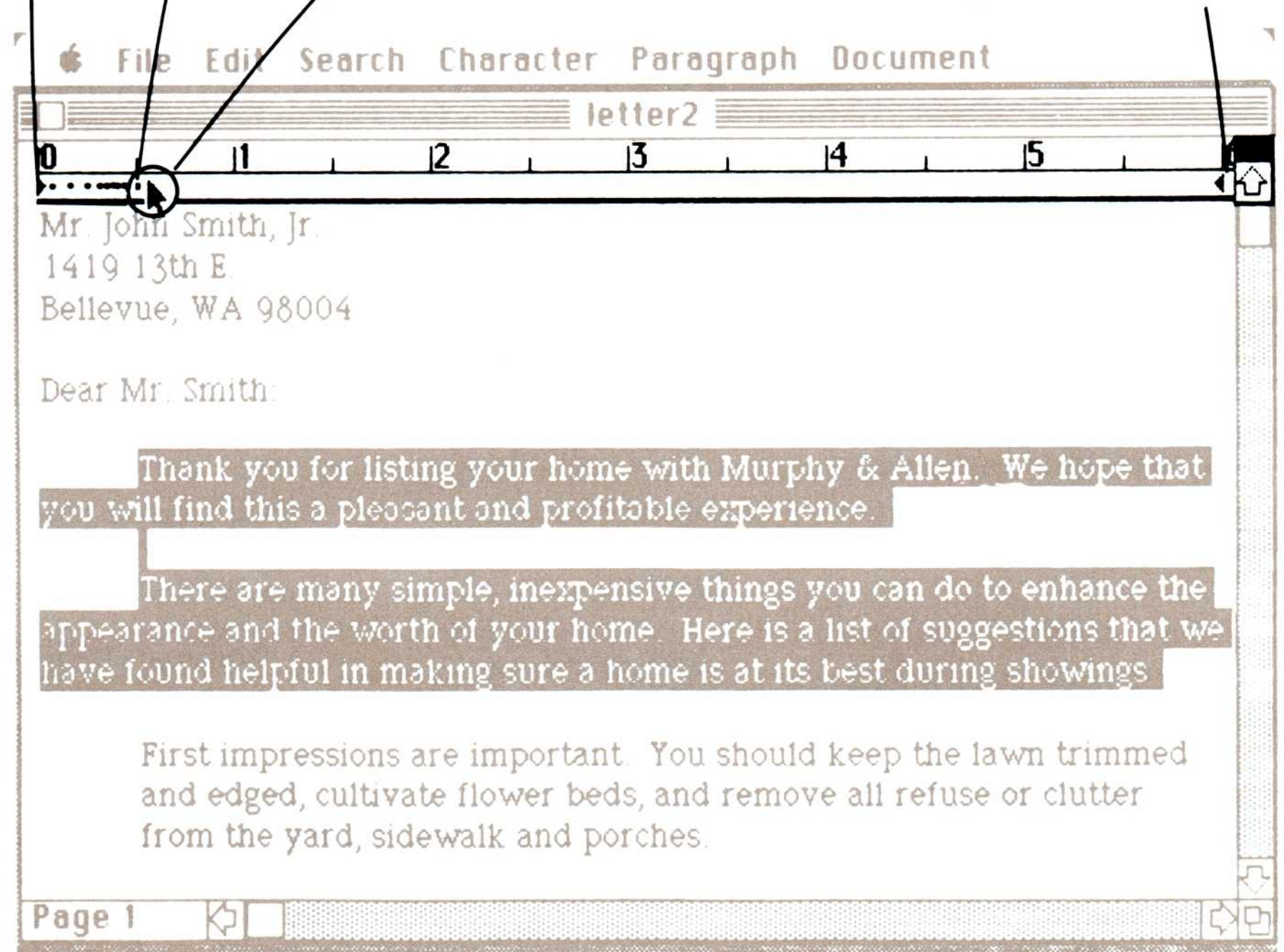
- 1 Select the text you wish to indent or change.
- 2 Display the ruler as described above.

*Left indent marker*

*First line indent marker*

*Click and drag indent markers with the mouse.*

*Right indent marker*



*In this example, the Show Ruler command was used.*

- 3 Click on one or both of the triangular indent markers at the left and right ends of the ruler, and drag them to the desired position. (If you are using the Formats command, the position in inches is reflected in the dialog box.)
- 4 Drag the small square marker to change the first line indent.

When you release the mouse button, your indents are set. You can use this technique for moving them again.



To change the format as you type:

You also use the ruler to set tabs. For details, see the section in this chapter on “Setting Tabs.”

Formatting Paragraphs With the Keyboard

You can also use the keyboard to change paragraph spacing and alignment, as an alternative to choosing commands from the menu.

- 1 After pressing the Return key, press the desired key sequence.
- 2 Type the text of the paragraph.

If you apply these formats to a paragraph that you have already typed, make sure the selection or insertion point is in the paragraph.

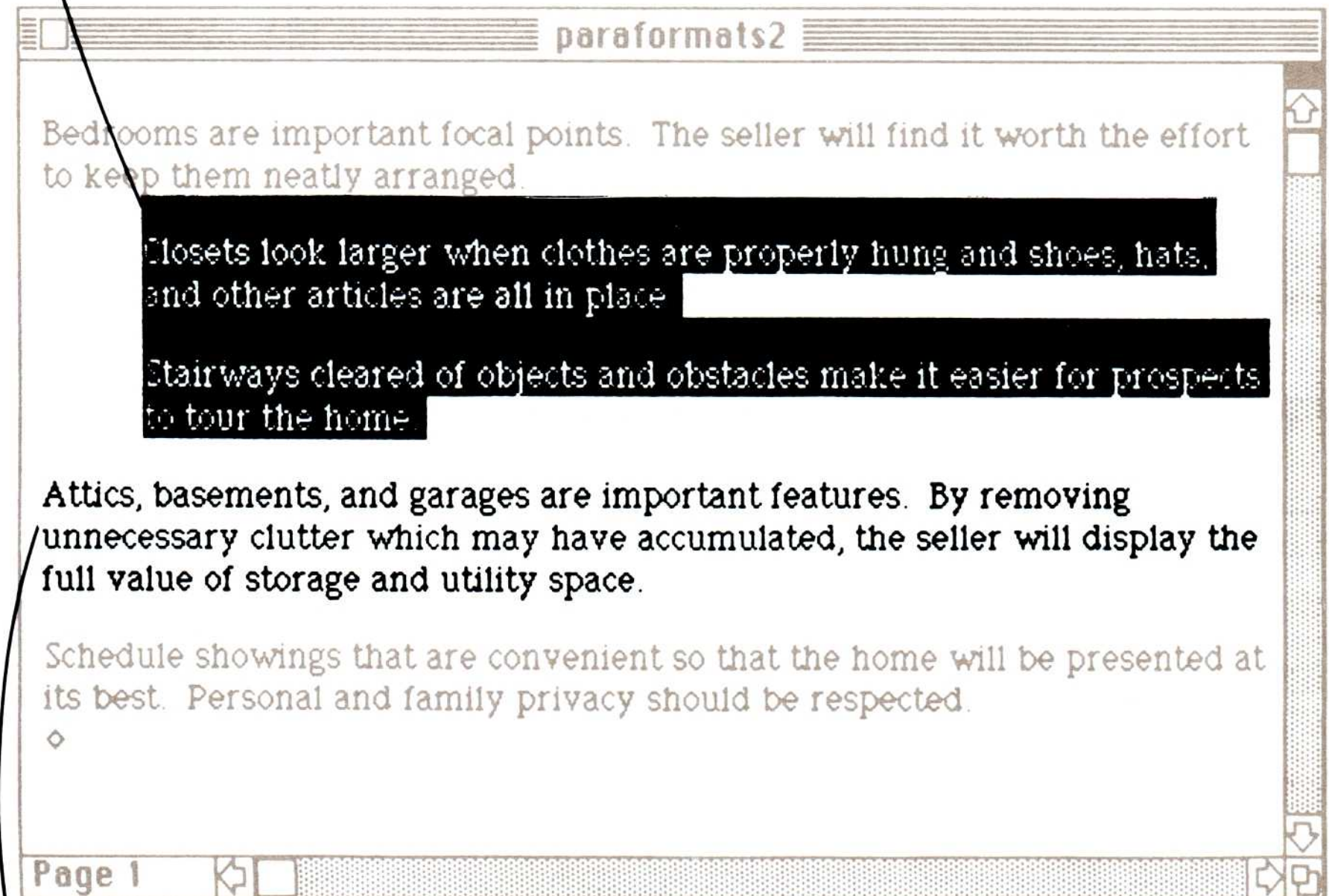
<i>To get this format...</i>	<i>Press these keys:</i>
Erase paragraph formats	Command-Shift-P (normal)
Left aligned	Command-Shift-L
Right aligned	Command-Shift-R
Centered	Command-Shift-C
Justified	Command-Shift-J
Open space	Command-Shift-O
Indent first line .5"	Command-Shift-F

For a complete list of paragraph formatting keys, see “Appendix A, Key Sequences.”

## To nest paragraphs:

You can also “nest” paragraphs—that is, indent them one-half inch from the previous paragraph, no matter what the indent of the previous paragraph is. You might do this to indent several paragraphs by increasing amounts, or if you want to set only one paragraph apart for emphasis without changing any other indents.

*Press Command-Shift-n to “nest” these paragraphs.*

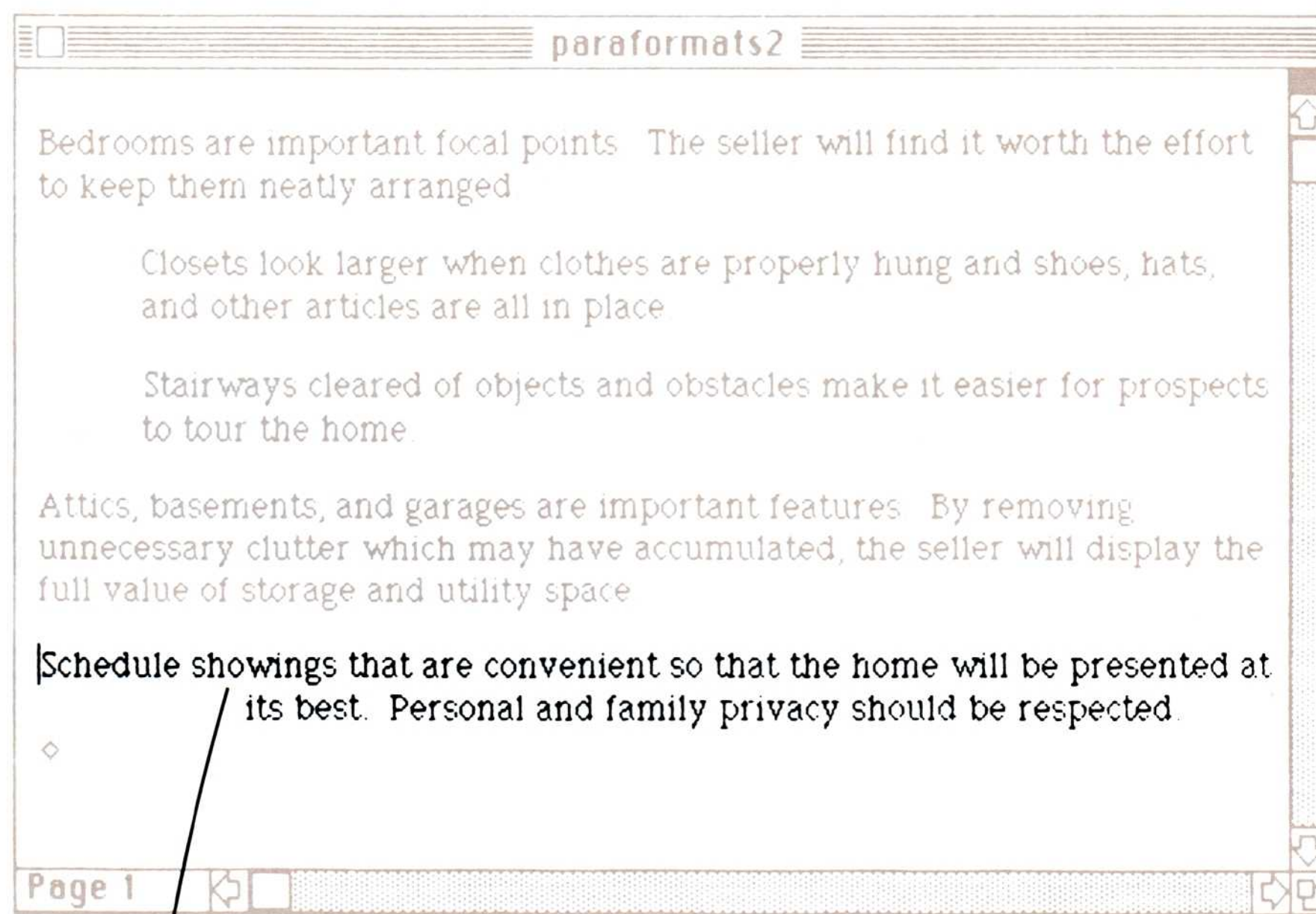


*Press Command-Shift-m to reverse nesting.*



### To create a hanging indent:

You can create a hanging indent as well. The selected line or lines, usually at the beginning of the paragraph, will extend further to the left than the rest of the paragraph.



*Press Command-Shift-t to indent all but the first line of the paragraph.*

## A Note About Measurements

When you are specifying a measurement for indentation or line spacing, it is a good idea to specify the unit of measure you want also. Word assumes that horizontal measurements (for indents) will be in inches; and vertical measurements (line spacing) will be in lines.

You can change the preset horizontal unit of measure with the Preferences command from the Edit menu.

Word adjusts line spacing automatically for you. A line is usually 12 points in height (1 point = 1/72 inch); but if the line contains text that is 14 points high, Word automatically adds the extra space above the line. Most of the time this will be convenient for you.

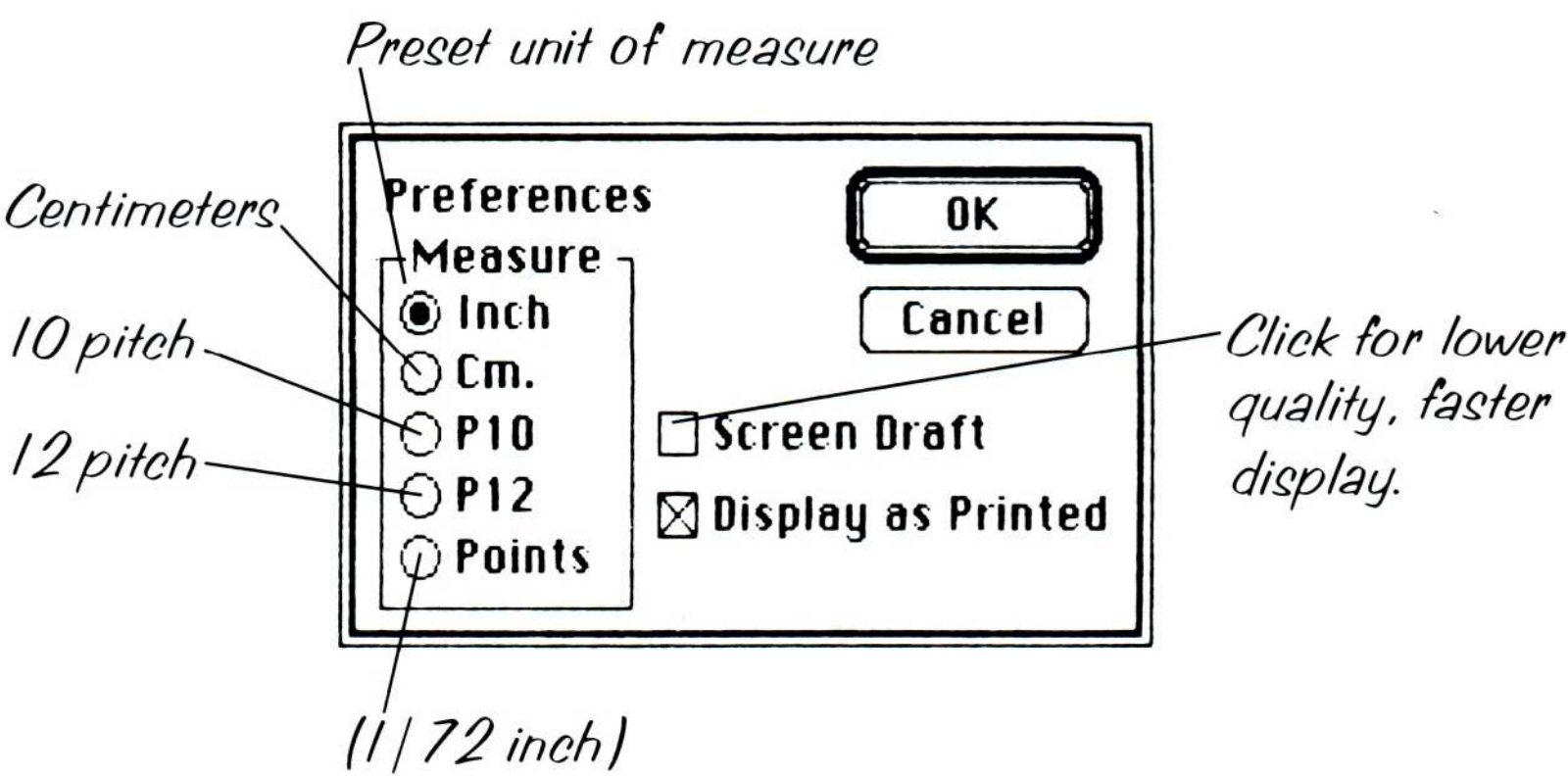
You may want to specify fixed spacing for a line, however. Choose the Formats command; then type the measurement and unit of measure in the “Line Spacing:” text box.

You can also specify extra space before and after a paragraph using the “Space Before:” and “Space After:” text boxes. Space between paragraphs is the sum of the space before one paragraph and the space after the previous paragraph. Keep this in mind when you change spacing with the Formats command.



**To change the preset unit of measure:**

- 1 Choose the Preferences command from the Edit menu. You will see this dialog box:



- 2 Click to select any of these units of measure. Then click the OK button.

The preset units of measure for Formats and Tabs (on the Paragraph menu), for Division Layout on the Document menu, and for Page Setup on the File menu will be changed to the new unit. Measurements you specify will be displayed in the new unit of measure. Word saves the Preferences settings from one session to the next and will apply the settings to all documents.

## Setting Tabs

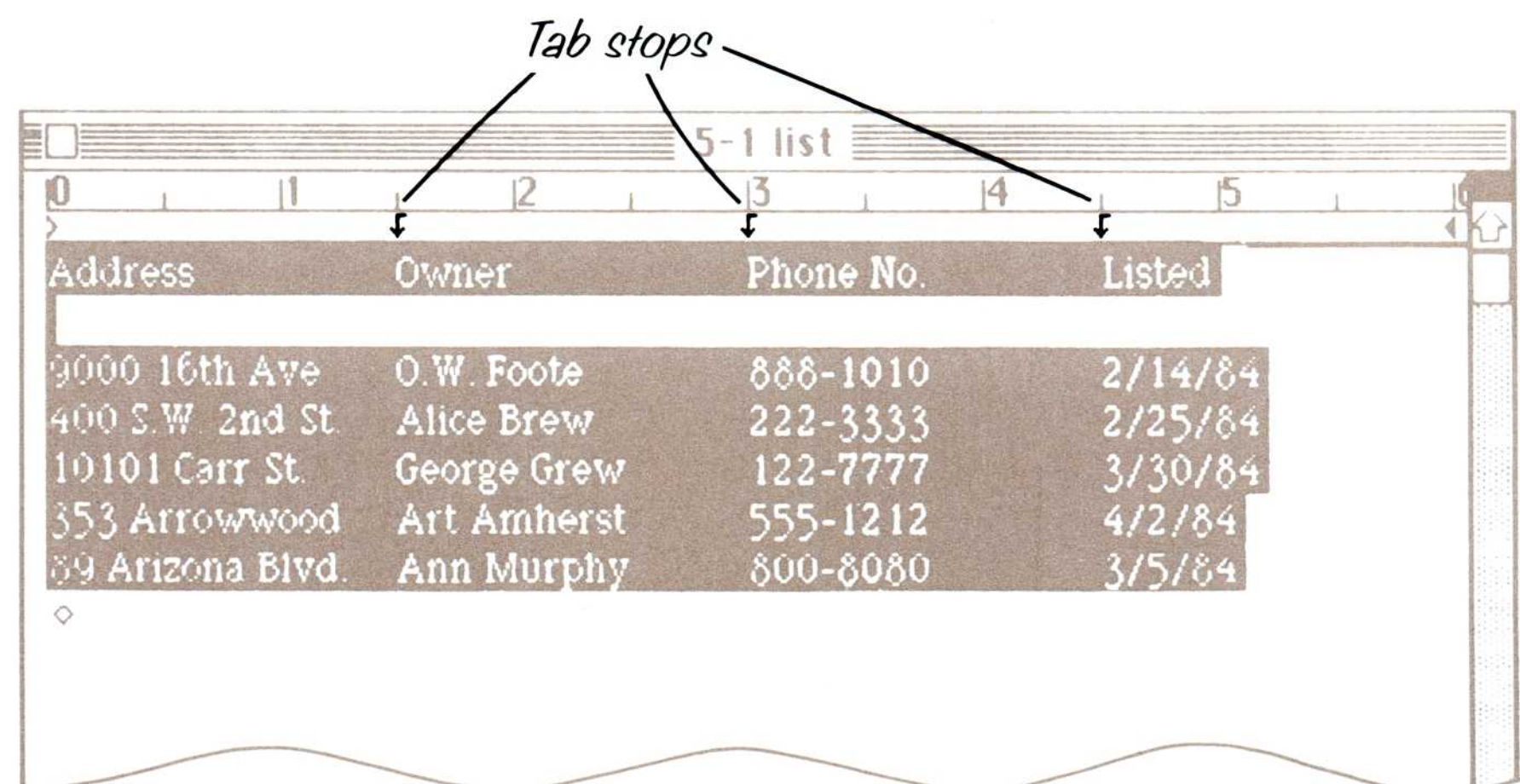
You can easily set tabs for lists or tables with Word. You display the ruler with the Tabs command on the Paragraph menu, or the Show Ruler command on the Edit menu. Then you click with the mouse at the position on the ruler where you want to set the tab. This position is called the tab stop.

You can set one tab—or as many as you want. You can choose the kind of tab you want:

- Left aligned, right aligned, centered, or aligned on the decimal
- Blank, period, hyphen, or underline as leader character. The leader character fills the area between text and tab stops.

When you display the ruler, you see up to 6 inches of text. Indents and tab stops appear just below the inch marks. Tab stops are preset at every half-inch; preset tab stops do not appear on the ruler. Tab stops that you set override the preset tab stops.

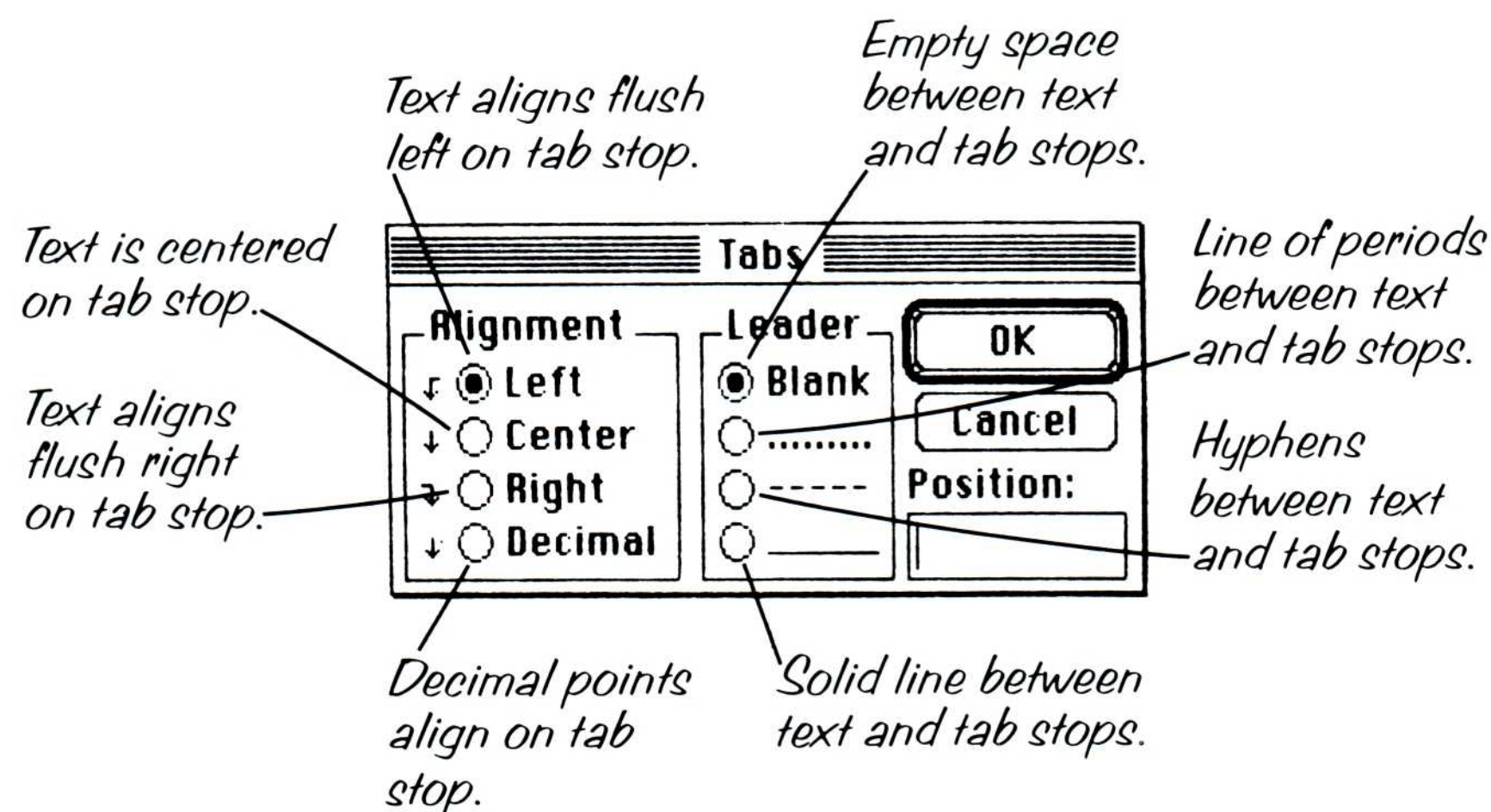
If you want to see existing tab stops for text in your document, select the text first, then display the ruler.





## To set tab stops:

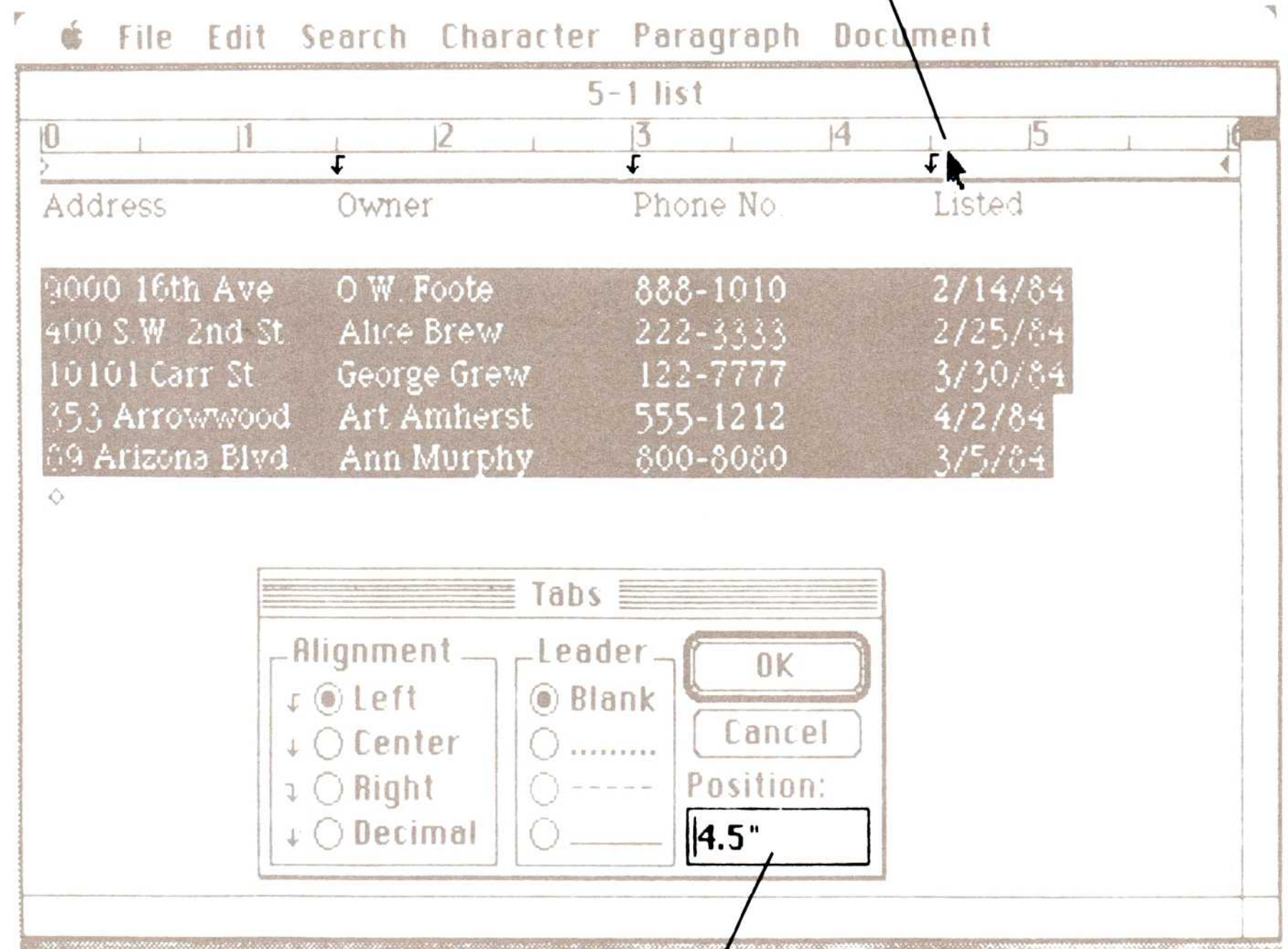
- 1 If you are applying tabs to text already in the document, select the text.
- 2 Choose the Tabs command from the Paragraph menu. You will see the ruler and the Tabs dialog box.



- 3 You can choose the sort of tab you want, and the leader character you want to fill in between tabs.

- 4 Move the mouse pointer into the ruler, on the line below the inch marks. Click where you want to set the tab stops. You can set as many as you want.

*Click to set tab stops on the ruler . . .*



*. . . or type a number here.*

Click the OK button. Your tabs are set; just press the Tab key as you type to align your text on the tab stops.

You can also use the Show Ruler command on the Edit menu to display the ruler and to set tabs as described above. If you are using the Show Ruler command, your tabs are set as soon as you click in the ruler.

If you want to set tab stops using units other than inches, choose the Tabs command and follow the procedure above, but do not click on the ruler. Instead, type the number and unit in the text box labeled "Position:" then click OK. Repeat for each tab stop you want to set.

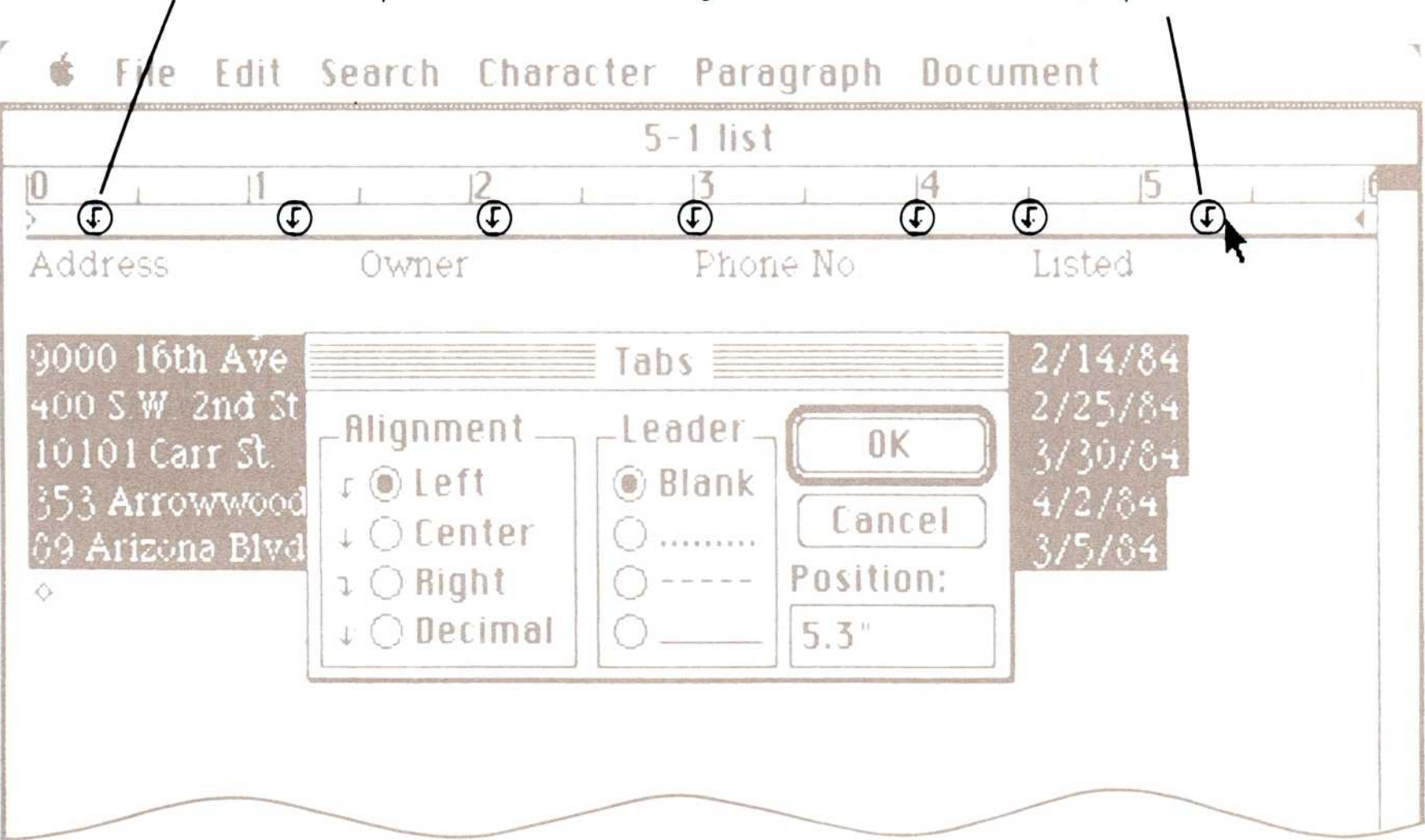


If you want some of your tabs to have a different alignment or leader character, just choose the Tabs command. Make sure the tab stop in the “Position:” text box corresponds to the tab you want to be different. Make your changes; set any additional tabs with the new alignment or leader. Then click the OK button.

**To set multiple tab stops:**

*Select the text.*  
*Choose Tabs or Show Ruler.*

*Click on the positions where you want to set tab stops.*



**To insert tabs in unaligned text:**

- 1 Set your tab stops on the ruler as described above.
- 2 Click at each item in the document text that you want aligned on a tab stop, and press the Tab key. Repeat for every item you want to align on tabs.

Keep in mind that Word treats tabs as characters. If you press the Tab key while text is selected, the tab will replace the selected text.

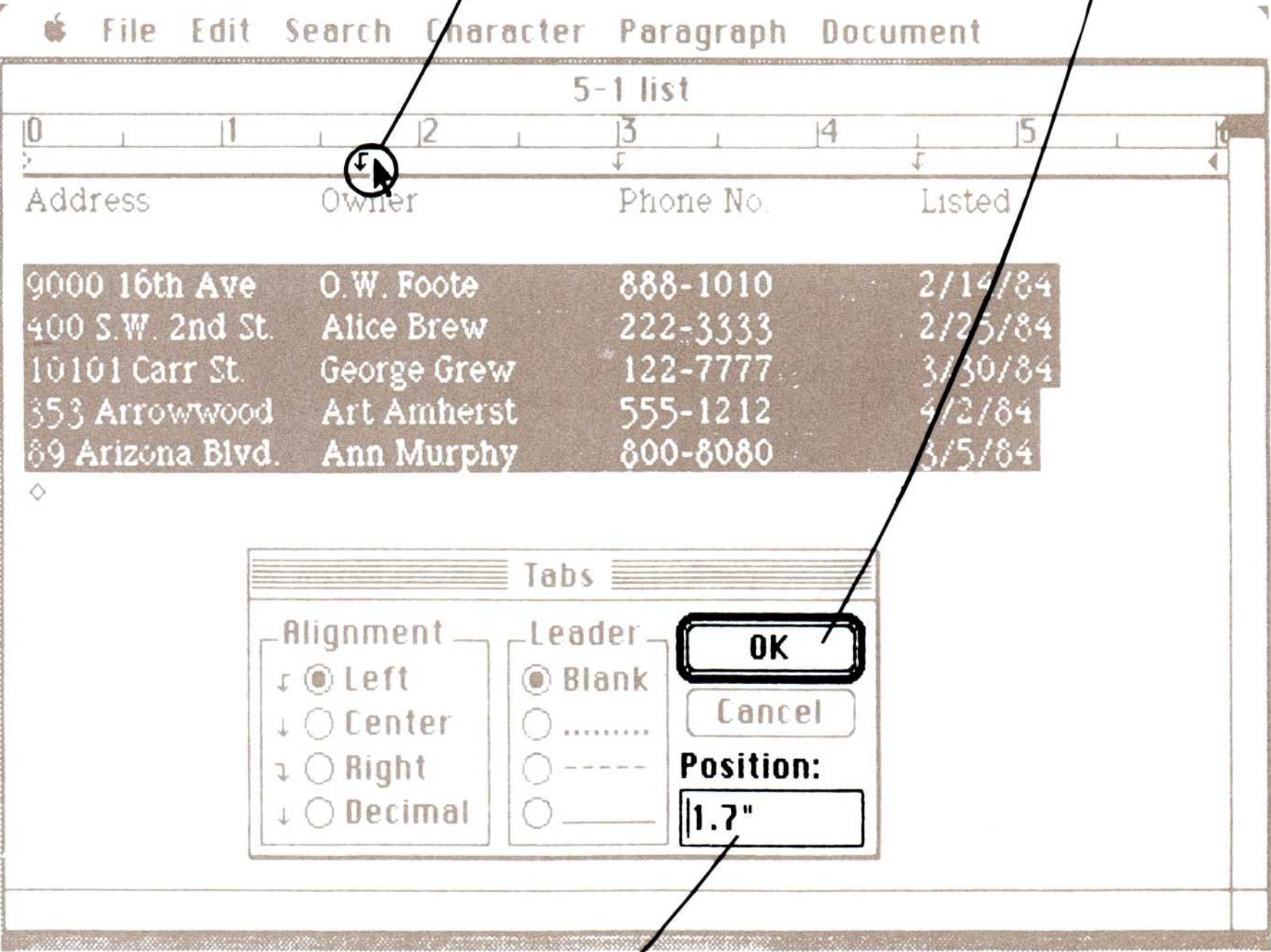


To move tab stops on the ruler:

If your document already contains tabs, and you want to change them, move the tab stops on the ruler.

- 1 Select the text to be realigned on the new tabs.
- 2 Choose Tabs from the Paragraph menu (or the Show Ruler command). The ruler appears showing the tab stops you set for the selected text earlier.
- 3 Click and drag the tab stops to the new positions.

Drag tab marker to new position . . . . . and click OK.



The text box reflects the new position.



You can have any number of tables in a document with different tab settings. You select the block of text that you wish tabs to apply to, and set the tabs. Then select another block of text and set different tabs for that section.

*This line was not selected—it aligns on the previous tab.*

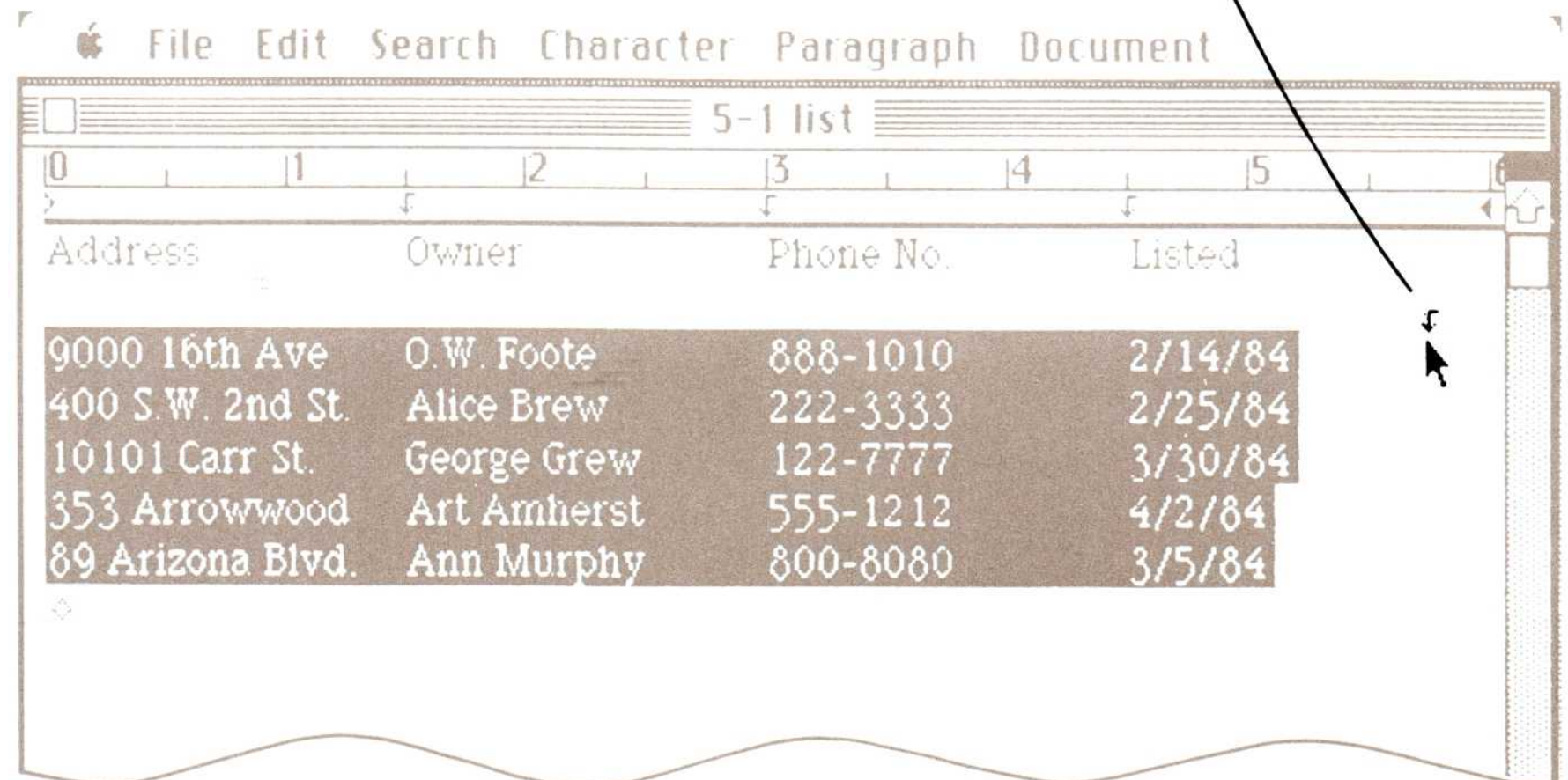
Address	Owner	Phone No.	Listed
9000 16th Ave	O.W. Foote	888-1010	2/14/84
400 S.W. 2nd St	Alice Brew	222-3333	2/25/84
10101 Carr St	George Grew	122-7777	3/30/84
353 Arrowwood	Art Amherst	555-1212	4/2/84
89 Arizona Blvd	Ann Murphy	800-8080	3/5/84

*Selected text aligns on new tab stop.*

## To delete tab stops:

- 1 Choose Tabs from the Paragraph menu (or Show Ruler from the Edit menu).
- 2 Move the mouse pointer into the ruler, and drag the tab stops from the ruler into the text area. When you release the mouse button, the tab stops will disappear.

*Drag tab stop down from ruler to delete.*



*The Show Ruler command was used for this example.*





# 8 Working With Complex Documents

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This chapter tells you how to create longer, more complex documents with varying layouts, footnotes, and running heads (“headers” and “footers”). Word lets you vary the format in parts of your document by creating “divisions” within it. You can have automatically numbered pages, or any sort of page number format you want. Word also sets up footnotes and running heads in just a few easy steps. And you can position these elements of your document almost anywhere you want.

## **In this chapter:**

- Parts of a document: an overview
- Divisions
- Footnotes
- Running heads



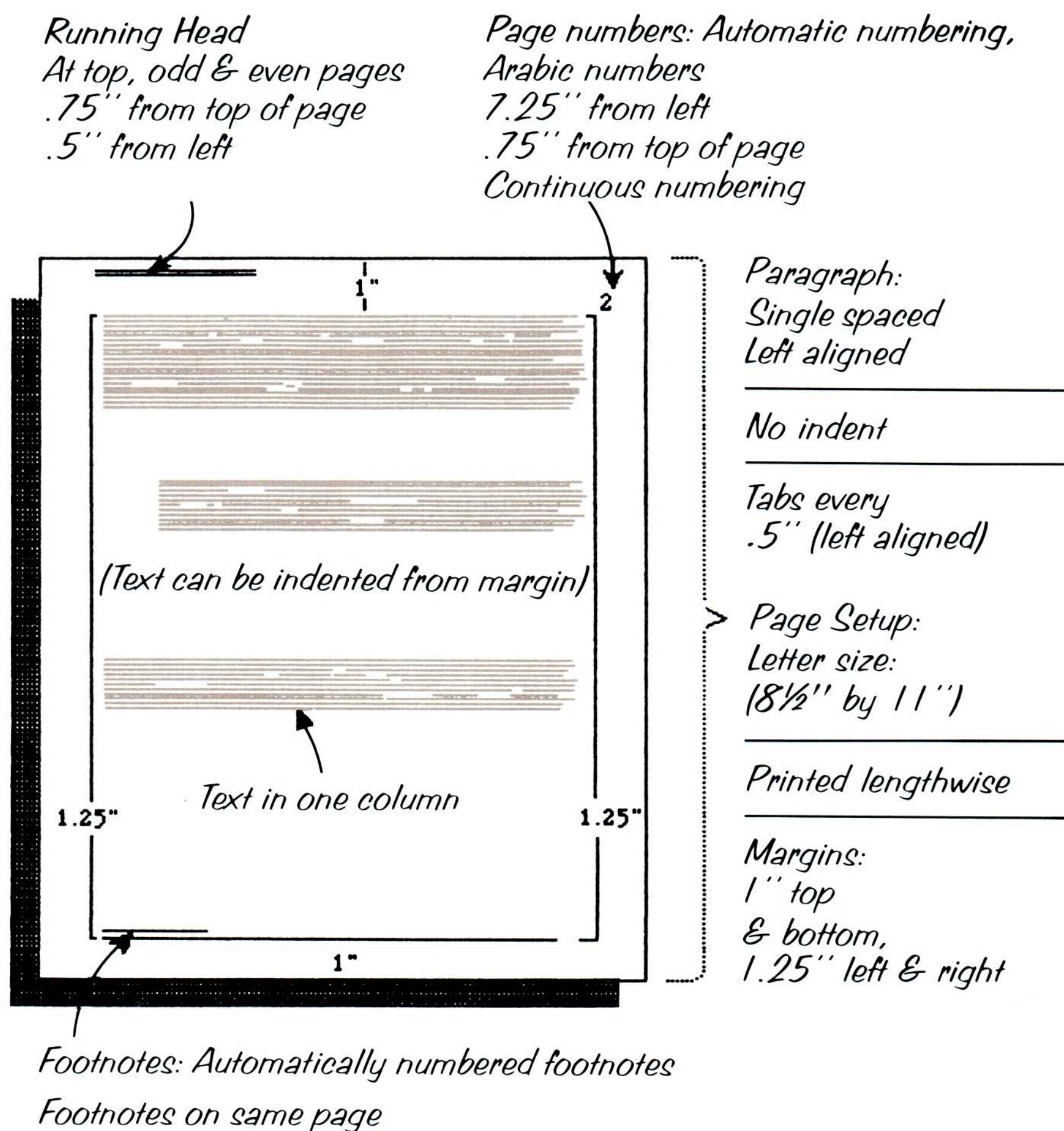
## Parts of a Document: An Overview

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A document consists of text and any emphasis (format) you assign to that text. A document can be any size, one word long or fifty pages long. A document can also have one format, or many.

When you format any part of your text, Word makes your design part of the document. You won't see the special codes on the screen; you see the result. Word saves formatting information with the document.

Word has certain preset formats. Some of them are shown in the figure below. Most of the time the preset formats will be satisfactory for your documents. But you can change them whenever you wish. See "Appendix B, Preset Options and Formats," for a complete list of preset formats and options.



When you work with long or complex documents, you can use the Document menu commands to create footnotes and running heads and to control page layout.



<i>If you want to...</i>	<i>Use this command:</i>
Specify a type of page number	Division Layout
Position page numbers	
Position running heads	
Position footnotes	
Vary format within a document	
Print text in more than one column	
<hr/>	
Create footnotes	Footnote
<hr/>	
Create running heads	Running Head
<hr/>	
Repaginate a document that was printed then edited again	Repaginate

Margins

Margins are the minimum amount of space between the edges of the paper and where the text begins (not including any indents you may specify). In addition to the top, bottom, and side margins, you can specify a gutter margin to allow extra space for binding on the left side of odd pages and the right side of even pages.

If you want to change the preset margins, use the Page Setup command on the File menu. Changes to margins affect text only, and not the positions of running heads and automatic page numbers.

See Chapter 9, "Printing Documents" for more information about margins. Also see the Page Setup command in Chapter 11, "Commands."



## Divisions

---

A division consists of pages that have a single design or layout. Most documents you write will have only one division—that is, one format throughout the document. But occasionally you may have sections of your document that require very different page formats. For example, you may want your index to look different from the main portion of your document. When you want to change any part of your page layout, you should begin a new division.

In most cases, starting or changing a division does not affect what you see on your screen, except that you see a line of colons where the new division begins.

A division can be one page long, or as many pages long as you like. You can have as many divisions as you want in a document. Create a new division when you want to:

- Change the page number style (to Roman numerals, for instance)
- Change the position of the page number
- Change the page numbering sequence
- Change the arrangement or size of columns on a page
- Change the position of a running head
- Change footnote numbering, or placement of the footnote
- Change the way the division breaks the page

For example, if you want to change the position of the page number for the entire document, you do not need to create a new division. But if you want to put the page number at the top of the page for the first five pages of the document, and on the bottom for the remaining ten pages, you should start a new division.

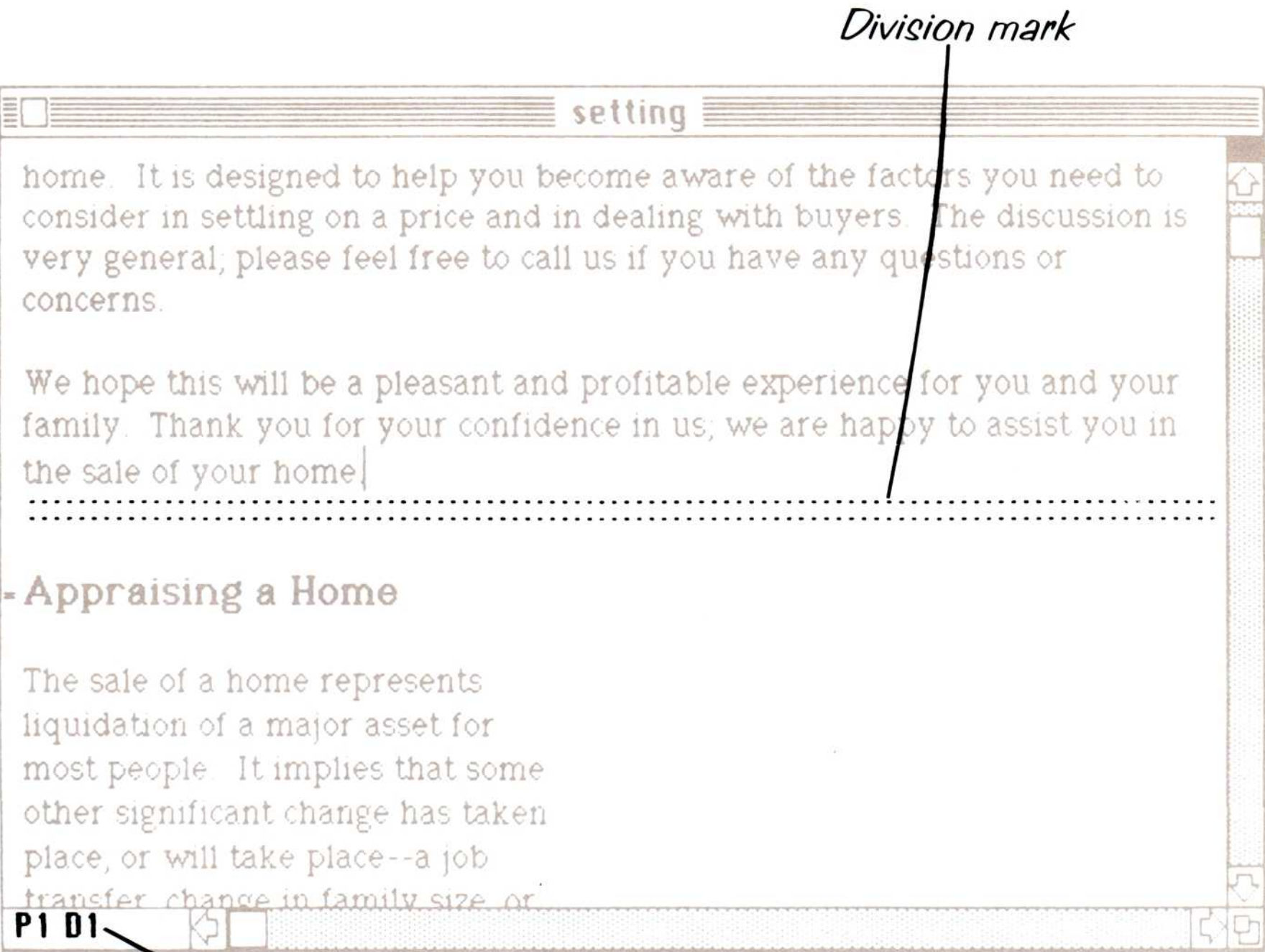
A division break usually starts a new page, unless you specify otherwise in the “Break” section of the Division Layout command on the Document menu.

When you change any of the settings for a division, make sure the selection or insertion point is in that division.



To create a division:

- 1 Select the location where the new division will start.
- 2 Hold down the Command key and press the Enter key. A line of colons appears across your page on the screen. This marks the end of the old division. Any text that appears (or that you type) below the division mark will be in the new division.



Page 1, Division 1. This reflects the position of the insertion point or selection.

The division mark stores the division formats for the text before it. The division mark can be copied, cut, and pasted like any other character.

You can also create a division mark by choosing the Division Layout command. When you click OK, Word inserts the division mark at the insertion point.

## Page Numbering

With Word you control the page numbering you want, and where the page numbers will appear. You can vary the page numbering sequence from division to division, if you wish.

You need to specify that Word automatically number pages as it prints, otherwise Word will not print page numbers. When you print or repaginate, the page numbers in the page status area of the window reflect the correct pagination.

To number pages automatically:

Division Layout

Break

☐ Continuous

☐ Column

☒ Page

☐ Odd

☐ Even

Page Number Format

☒ Numeric

☐ Roman (upper)

☐ Roman (lower)

☐ Alphabetic (upper)

☐ Alphabetic (lower)

Footnotes Appear

☒ On Same Page

☐ At End of Division

☒ Auto Page Numbering:

From Top: 0.75"

From Left: 7.25"

Start Page Numbers At:

Running Head Position:

From Top: 0.75"

From Bottom: 0.75"

Number of Columns: 1

Column Spacing: 0.5"

OK

Cancel

Choose Division Layout.

Click "Auto Page Numbering,"

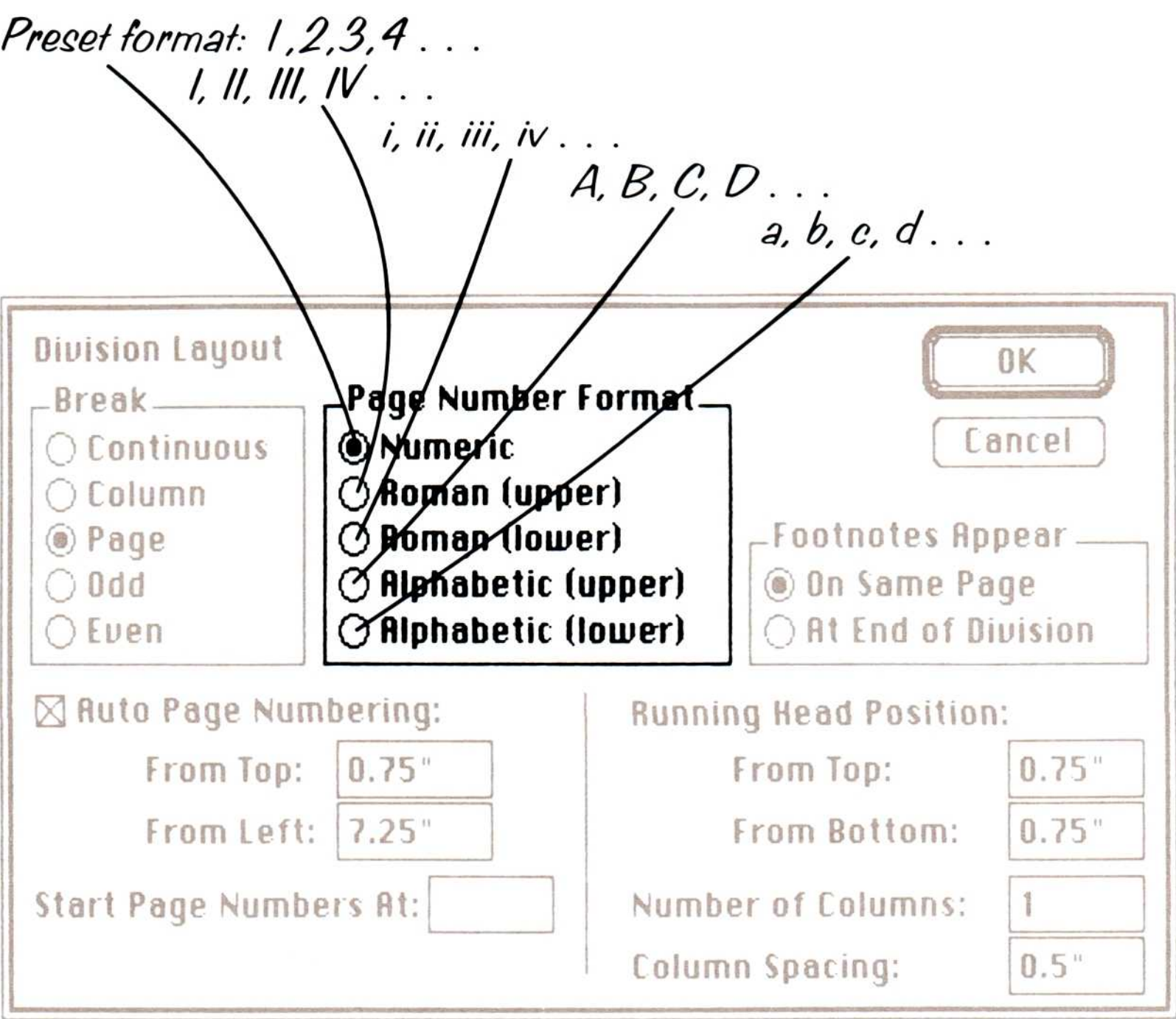
then click OK.



To choose page number format:

If you do not want automatically numbered pages, you can specify the type of page number you want—numeric, Roman, or alphabetic—with the Division Layout command.

- 1 Choose the Division Layout command from the Document menu.
- 2 Click “Auto Page Numbering.”
- 3 Click one of the options in “Page Number Format.”



- 4 Click the OK button.

Page numbers displayed in the lower left corner of the window are always numeric, no matter what page number format you choose.







Division Layout

Break

☐ Continuous

☐ Column

☒ Page

☐ Odd

☐ Even

Page Number Format

☒ Numeric

☐ Roman (upper)

☐ Roman (lower)

☐ Alphabetic (upper)

☐ Alphabetic (lower)

Footnotes Appear

☒ On Same Page

☐ At End of Division

☒ Auto Page Numbering:

From Top: 0.75"

From Left: 7.25"

Start Page Numbers At:

Running Head Position:

From Top: 0.75"

From Bottom: 0.75"

Number of Columns: 1

Column Spacing: 0.5"

OK

Cancel

*Choose Division Layout.*

*Type the page number that will start the new division here . . .*

*. . . then click OK.*

### Printing in Columns

Most documents are printed in one column that extends the entire width of the page. (In Word, this is the preset format.) Occasionally, you may want to print your document in two columns—for example, you can create and format a two-column brochure. To print a document in two or more columns, you can use the Division Layout command.

When you change the layout to print more than one column, your text appears on the screen in one narrow column only. Line breaks will be accurate, but you will need to scroll to see the rest of the text. Word does not display column breaks. When you print the document, it will be printed in the number of columns you specified. (You may find that Word takes longer to print in a multi-column format.)

**To print your document in columns:**

- 1

Use the “Number of Columns:” text box to specify the number of columns you want.
- 2

Type a measurement in the “Column Spacing:” text box to specify the space between columns.



**Division Layout**

**Break**

☐ Continuous

☐ Column

☒ Page

☐ Odd

☐ Even

**Page Number Format**

☒ Numeric

☐ Roman (upper)

☐ Roman (lower)

☐ Alphabetic (upper)

☐ Alphabetic (lower)

**Footnotes Appear**

☒ On Same Page

☐ At End of Division

☐ Auto Page Numbering:

From Top: 0.75"

From Left: 7.25"

Start Page Numbers At:

**Running Head Position:**

From Top: 0.75"

From Bottom: 0.75"

**Number of Columns:** 2

**Column Spacing:** 0.5"

**OK** **Cancel**

*Choose Division Layout, then type the number of columns you want on the page.*

*Specify space between columns . . . then click OK.*

## Preparing a Home for Sale

You can understand that showing a home to its best advantage makes the buyer want to purchase quickly and at a better price. Here are some tested tips to set the stage for a profitable and early sale.

First impressions are important. You should keep the lawn trimmed and edged, cultivate flower beds, and remove all refuse or clutter from the yard, sidewalk, and porches.

Fix up inside. Badly faded walls or worn woodwork reduce appeal. Selective painting will help you add a fresh look. Clean windows and unmarred walls will create a bright, cheery appearance.

the buyer's eye and make a good impression. Keeping the counters and sink cleared and neat makes the kitchen look spacious. Colorful curtains in harmony with the counter tops and floors add appeal as well.

Bathrooms that sparkle can be a real plus. You should check and double-check them.

Bedrooms are important focal points. You will find it worth the effort to keep them neatly arranged.

Closets look larger when clothes are properly hung and shoes, hats, and other articles are all in place.

Stairways cleared of objects and obstacles make it easier for prospects to tour the home.



## More on Division Layout

There are three other sections in the Division Layout command: “Break”, “Footnotes Appear” and “Running Head Position.”

See the next section in this chapter, “Footnotes,” for details on specifying where footnotes will appear. See the section in this chapter on “Running Heads” for information about specifying running head position.

The “Break” options change the way page breaks occur when you start a new division. The preset option is “Page”; this will probably be the best choice for most of your work. “Page” starts a new division format on the next page, and the division mark forces a page break (the start of a new page).

The “Odd” and “Even” options also start a new page with each new division. The “Odd” option starts printing on the next odd-numbered page; the “Even” option starts on the next even page. In either case, you may get a blank page. If you choose automatic page numbering, page numbers will be printed on the blank page.

Use the “Column” option in multi-column documents when you want the new division to start the next column. So if your division break occurs in the second column, Word goes to the next page; if the division occurs in the first column, the new format begins with the second column on the page.

The “Continuous” option causes the old format to continue until the top of the next page; in this case, the division does not break the page.



## To change how the division will break pages:

The “Break” options change the way page breaks occur when you start a new division.

- 1 Choose the Division Layout command.
- 2 Choose one of the options under “Break:”

- A Old division format continues until the next page after the division mark. Then the format for the new division takes effect.*
- B In a multi-column document, the division mark ends the column. The new division format starts with the next column.*
- C Usually, Word starts a new page at the division mark.*

- D The division mark breaks the page, and the new format starts on the next odd-numbered page.*

*(It skips a page if the last page of the “old” division is odd-numbered.)*

- E The division mark breaks the page and the new format starts on the next even-numbered page.*

- 3 Click the OK button.



## Footnotes

---

If your document requires footnotes, you can create and number them with the Footnote command. You position the footnotes with the Division Layout command. Both commands are on the Document menu.

You can let Word number footnotes for you automatically, or you can specify a footnote reference mark instead of a number. (The footnote reference mark appears in your document text to indicate the corresponding footnote text.) The footnote reference mark can be anything you like—a letter, symbol, or phrase up to ten characters long. (If you change the format of your footnote number or reference text in the document text, this change will not be reflected in the footnote window.)

The footnote text appears in the footnote window. The footnote window is actually a window split, but it differs in some ways. The footnote window split is created differently, and its position in relation to the rest of the document is determined in the Division Layout command.

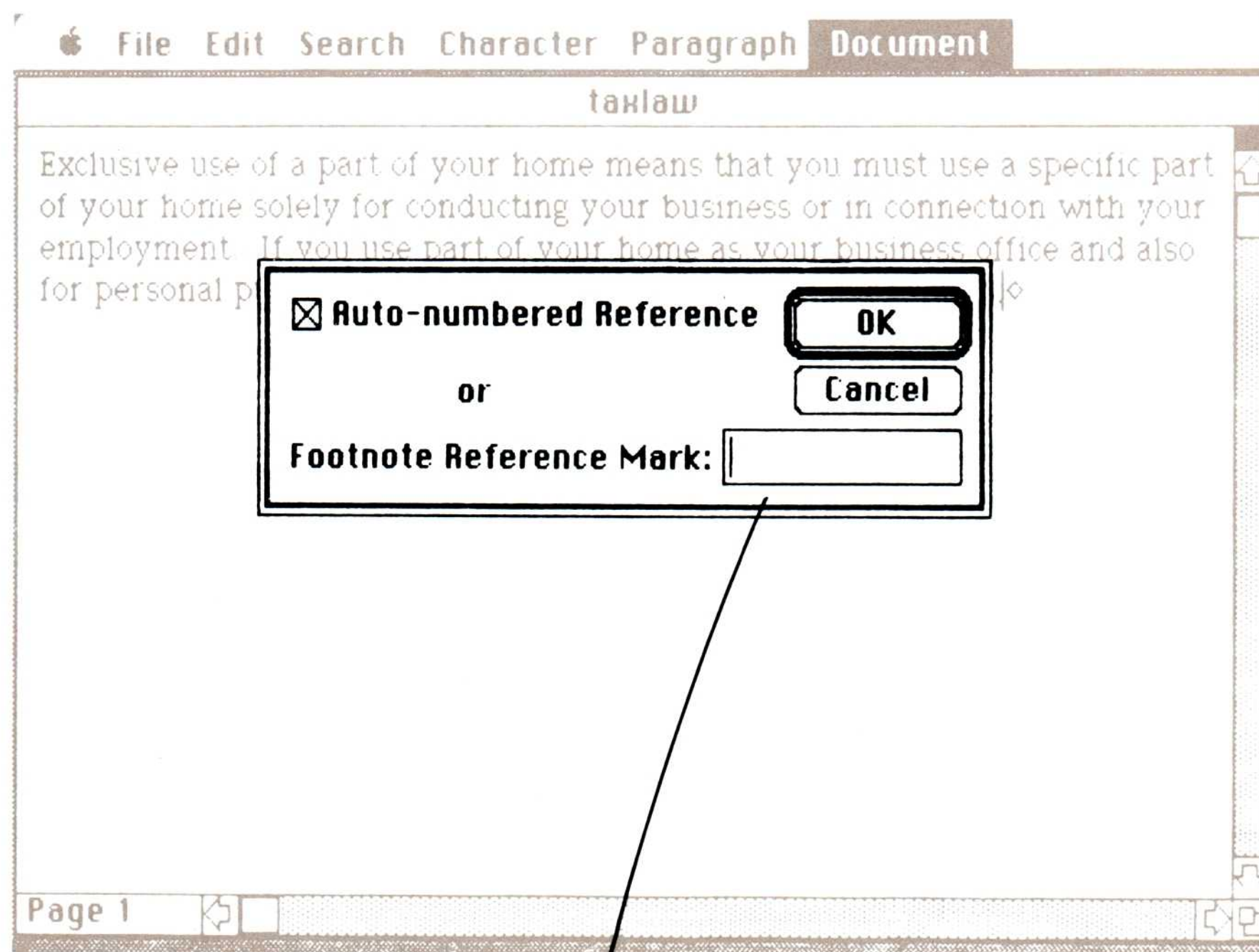
Footnotes can appear on the same page as the reference mark, or at the end of your division. If you have more than one division in your document, they can appear at the end of each division.

The footnote can be as long as you wish, and can contain any number of paragraphs. You can scroll in the footnote window and edit the footnote text.

### To create a footnote:

- 1 Place the insertion point immediately after the text that the footnote will refer to.

- 2 Choose the Footnote command from the Document menu.



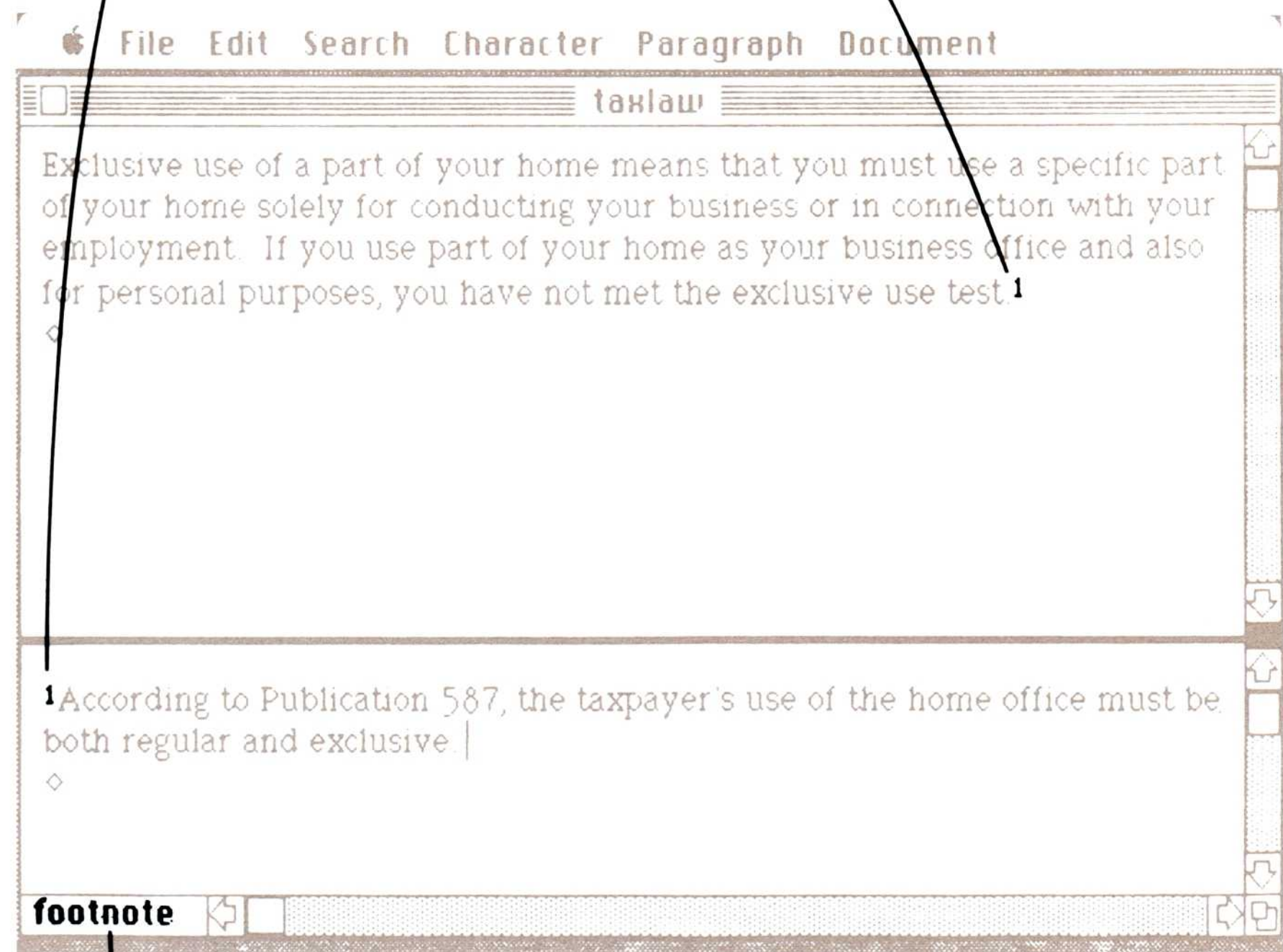
*If you don't want automatically numbered footnotes, enter character(s) for the footnote reference mark here.*

- 3 "Auto-numbered Reference" is the preset option. To change this, type your footnote reference mark in the text box.
- 4 Click the OK button. The footnote window opens at the bottom of the screen and becomes the active window.



- 5 Type the footnote. There is no limit to the size of the footnote text.

*Automatic footnote numbers are smaller than document text and superscripted.*



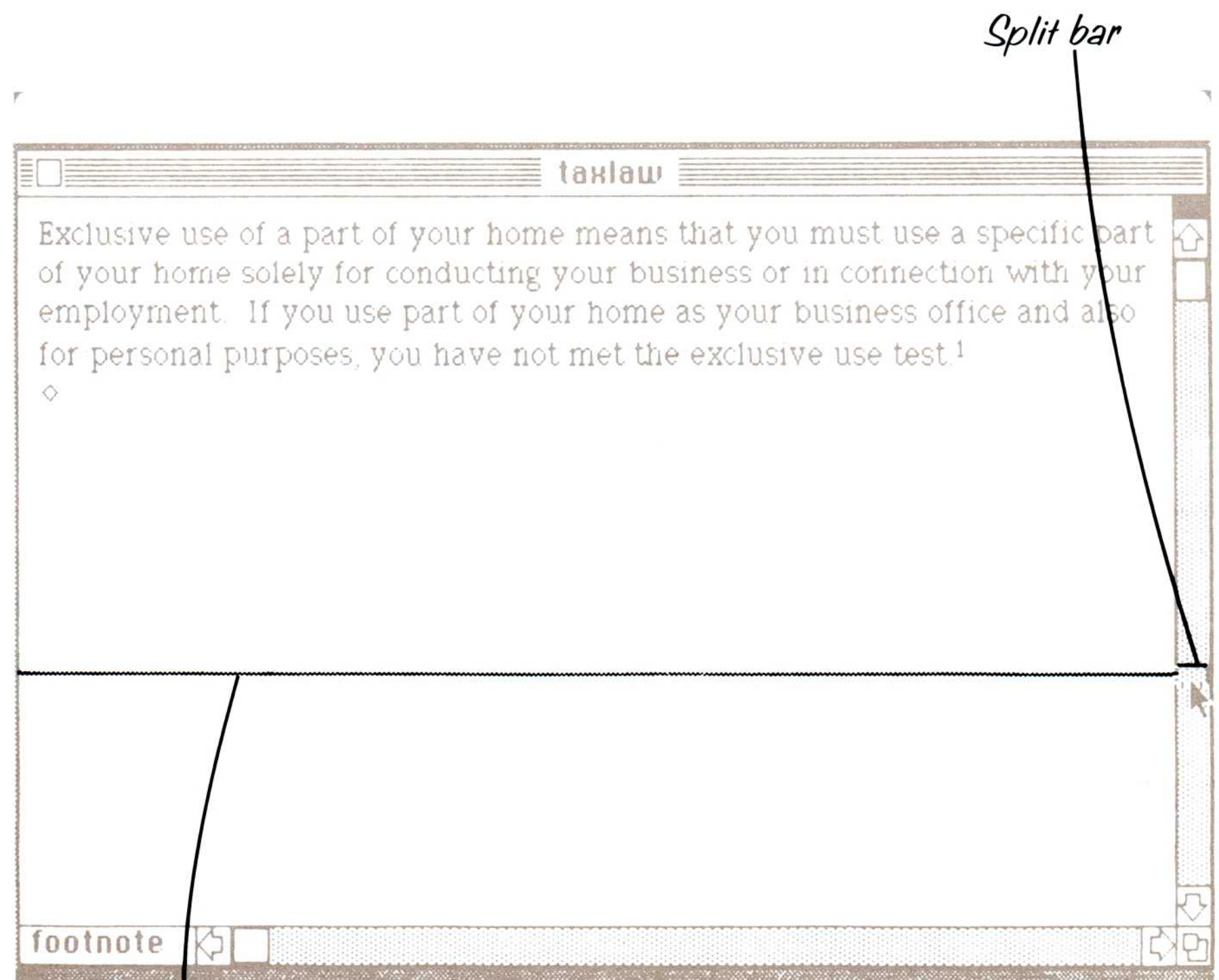
*Indicates you are in the footnote window.*

When you finish typing the footnote text, move the insertion point back into the document window and continue your work. The footnote window remains on the screen until you close it.

**To open the footnote window:**

You can go into the footnote window to edit the footnote without creating a new entry.

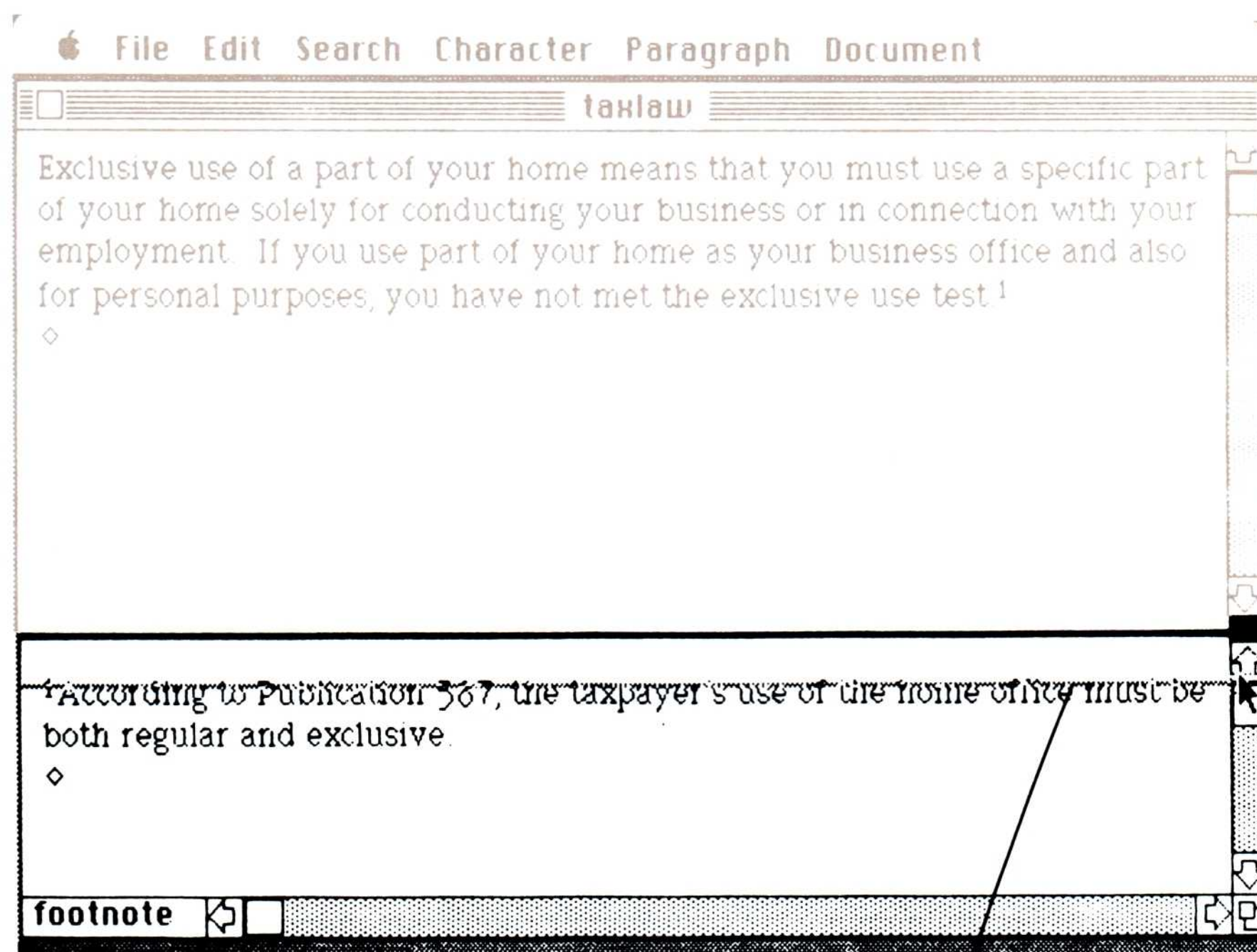
- Press the Shift key while you click and drag the split bar down the window. When you release the mouse button, the Footnote window appears.



*Press the Shift key, and click and drag the split bar.*



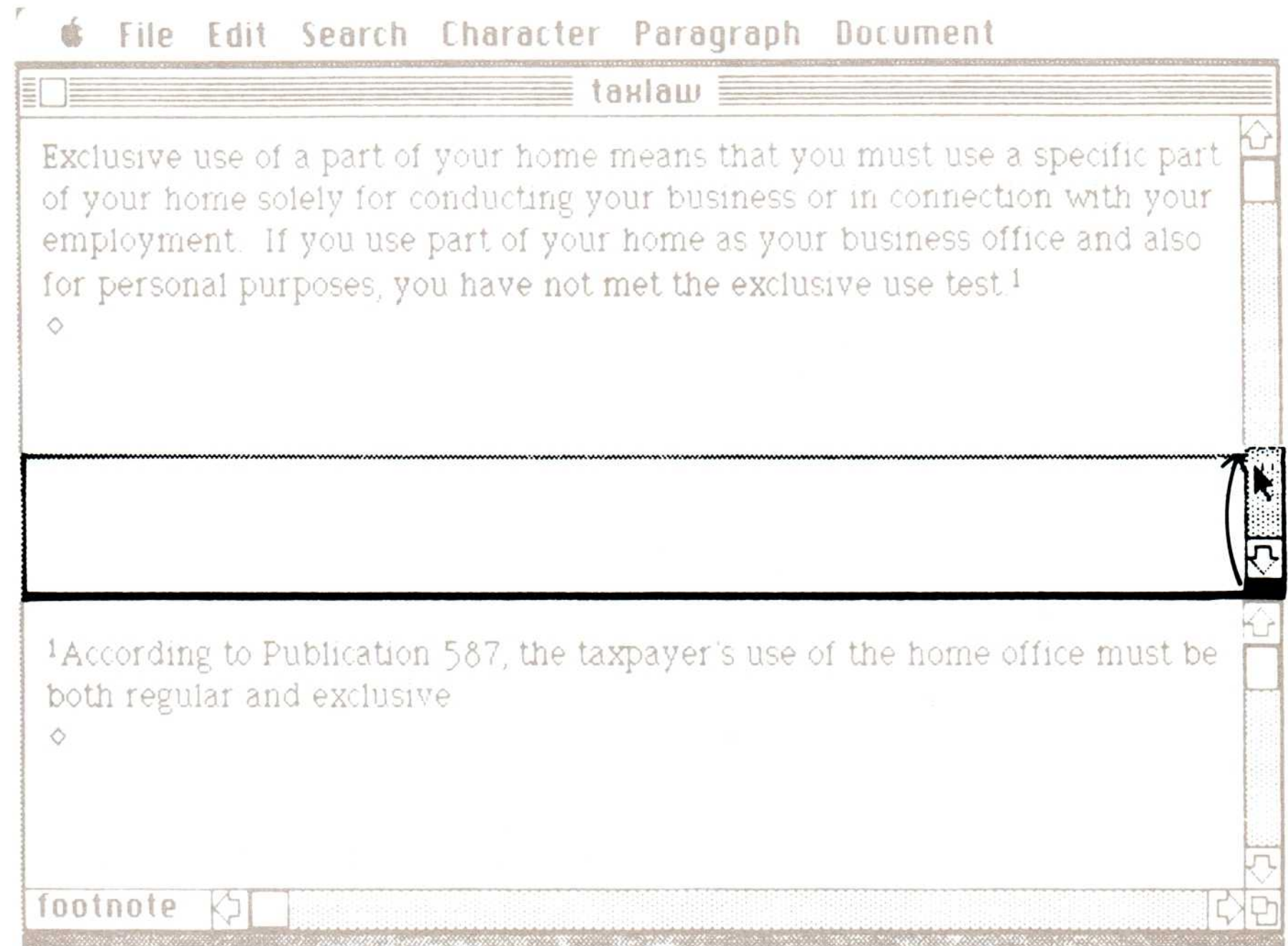
**To close the  
footnote  
window:**



*Click and drag the split bar to the bottom of the screen. The footnote window disappears.*

## To expand the footnote window:

*To expand the footnote window, drag the split bar toward the top.*



## To specify footnote position:

Use the Division Layout command to specify where you want to position footnotes. Word places your footnotes on the same page as the footnote reference mark. You can change this and place footnotes at the end of the document, or at the end of the division if there is more than one division.



*Choose Division Layout.*

*Click here to position footnotes.*

*Click OK.*

Division Layout

Break

☐ Continuous

☐ Column

☒ Page

☐ Odd

☐ Even

Page Number Format

☒ Numeric

☐ Roman (upper)

☐ Roman (lower)

☐ Alphabetic (upper)

☐ Alphabetic (lower)

Footnotes Appear

☒ On Same Page

☐ At End of Division

☐ Auto Page Numbering:

From Top: 0.5"

From Left: 7.25"

Start Page Numbers At:

Running Head Position:

From Top: 0.5"

From Bottom: 0.75"

Number of Columns: 1

Column Spacing: 0.5"

See the “Divisions” section of this chapter for more information on the Division Layout command.

**To delete a footnote:**

- ☒ Delete the reference number or reference mark in the document text. References around it will be automatically adjusted if you have numbered footnotes.

Note

You cannot delete a footnote completely by deleting the text in the footnote window. The text will disappear, but the last paragraph mark for the footnote reference text can’t be deleted. You must always delete the number or reference mark in the document text.

## To insert the footnote glossary:

The reserved glossary name “footnote” can be used if you accidentally delete an automatic footnote number in the footnote window.

- 1 Type *footnote* at the location in the footnote window where you need to insert the footnote number.
- 2 Expand the glossary by holding down the Command key while pressing the Backspace key. Word inserts the correct footnote number.

If you delete a footnote reference number in the document text, you can reinsert the footnote reference number and Word will automatically adjust the surrounding footnote numbers.

See Chapter 6, “Editing With Word,” for more information about using glossaries.



## Running Heads

---

A running head is text that appears at the top (“header”) or at the bottom (“footer”) of your page. Running heads can appear on even pages only, odd pages only, or on all pages.

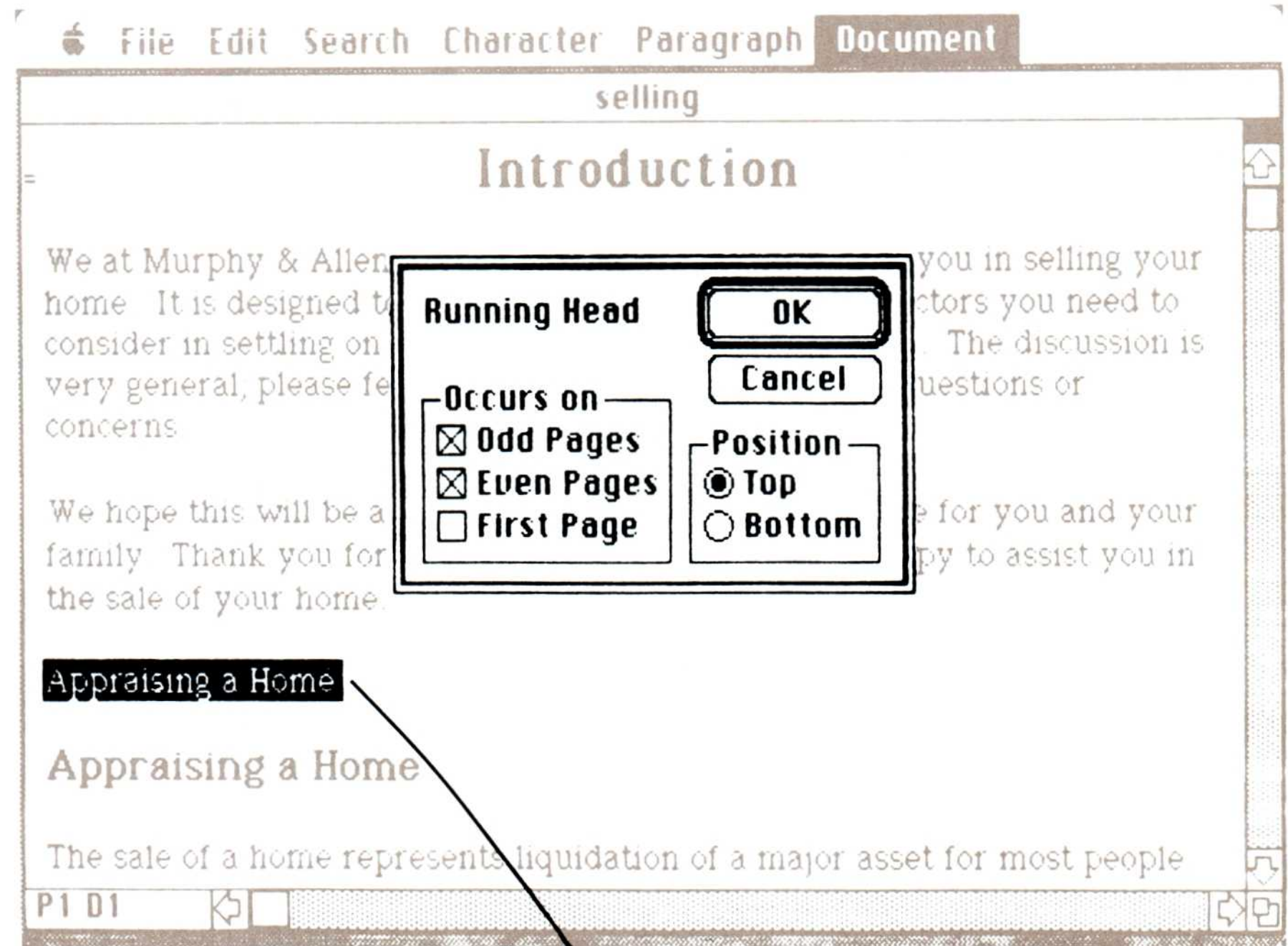
Use the Running Head command on the Document menu to:

- Set text apart as a running head.
- Choose whether you want the running head at the top of the page or at the bottom of the page.
- Specify whether you want running heads on even pages, on odd pages, or on the first page of the document (or division). Running heads are preset to appear on both even and odd pages, but not on the first page of a division.

Use the Division Layout command to position the running head at the top or bottom of the page. Running heads are preset to print three quarters of an inch from the top edge of the paper and three quarters of an inch from the bottom edge of the paper.

## To create a running head:

- 1 Type the text for the running head. The running head text can be as long as you want. Pressing the Return key ends the running head.
- 2 Select the running head text.

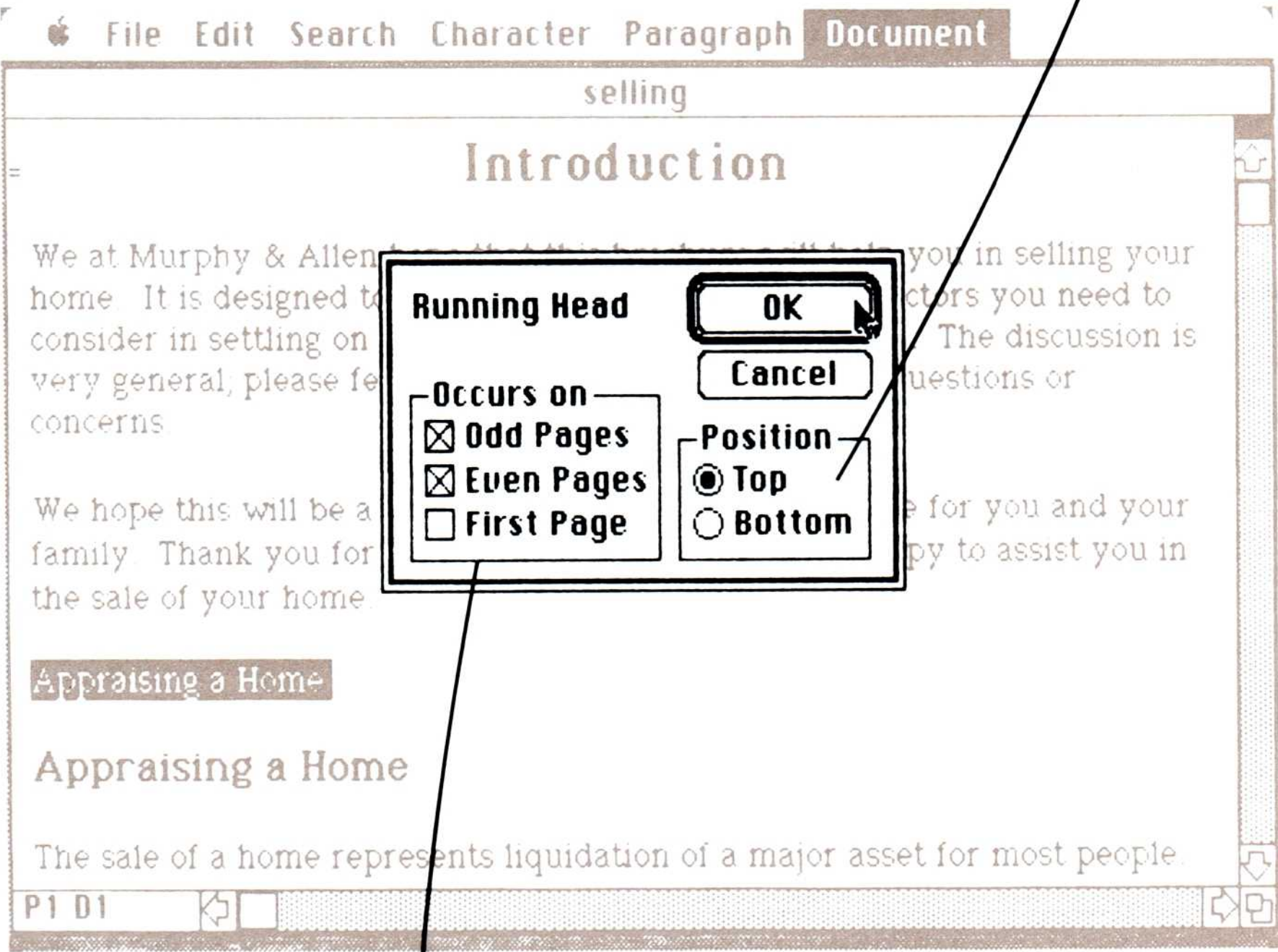


*If the running head is part of the document text (a chapter title, for instance), type the text again, or copy it.*



- 3 Choose the Running Head command from the Document menu.

*Specify whether you want running heads at the top or bottom of the page . . .*



*. . . or on even, odd pages, or both; and on the first page of the division.*

- 4 Click the OK button.



*The running head symbol « appears in the document next to the running head text.*

When you print the document, the running head text is placed on the pages you specified.

If you want to end a line within the running head, or add a line space within the running head, press the Shift-Return keys. This "new line" key sequence ends the line without ending the running head.

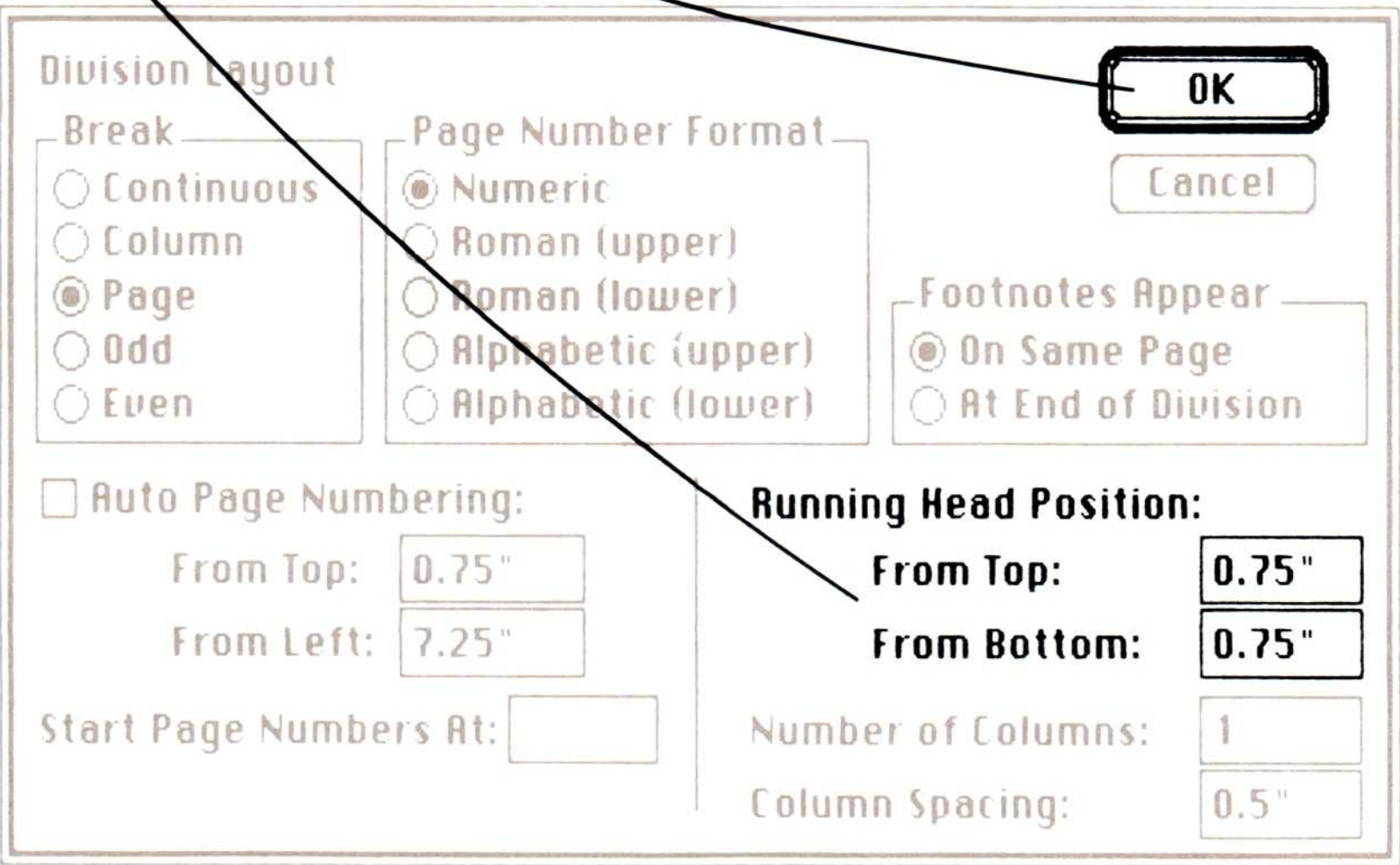


**To specify running head position:**

You can have running heads at the top (“headers”) or at the bottom of the page (“footers”). Whether they appear at top or bottom is specified in the Running Head command.

The “Running Head Position” section of the Division Layout dialog box controls the position of running heads in relation to the top and bottom edge of the page.

*Choose Division Layout.  
Specify a position from the top  
or the bottom of the page.  
Click OK.*



Running heads print one-half inch from the left and right edges of the page.

To change this position, use the Formats command on the Paragraph menu, and indent the running heads as you would any other paragraph. See Chapter 7, “Formatting Your Work” for more information about paragraph formatting; and see below for the procedure on indenting running heads.

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<b>Note</b>	If you position running heads less than one-half inch from the left or right side of the page, your printer may cut off part of the running head.
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If you want to print the running head on the first page, the running head text must be the first thing in that document or division.

### **To delete a running head:**

- 1 Select the running head text in the document.
- 2 Delete the running head by pressing the Backspace key; or move it to the Clipboard by choosing the Cut command.

### **To edit a running head:**

- Change the running head text in the document as described in the “Editing With Word” chapter.

### **To change a running head back to normal text:**

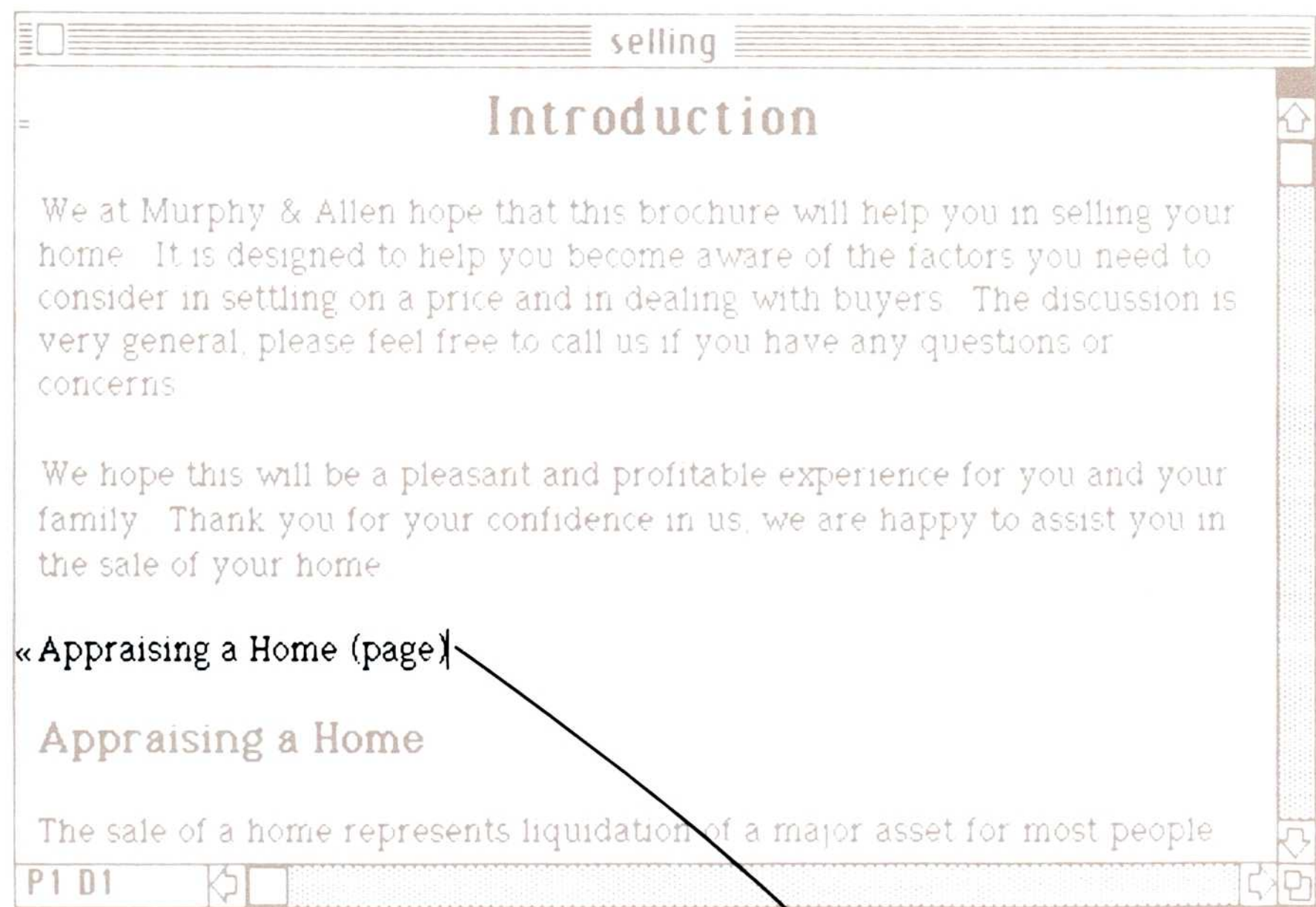
- 1 Choose the Running Head command.
- 2 The boxes next to “Odd Pages” and “Even Pages” are selected as the preset option, and the “First Page” box is blank. If you have not changed this yet, click next to “Odd Pages” and “Even Pages,” so that all three boxes are blank. This specifies that the running head is to appear on none of the pages.
- 3 Click the OK button.

### **To embed a page number in a running head:**

You can also embed page numbers in running heads, by using the “page” glossary. The “page” glossary is a page number place holder that is expanded automatically when the document is printed. You can use this glossary in running head text to place a page number in a running head, without having to type the actual number in the text. See Chapter 6, “Editing With Word,” for more information on using glossaries.

- 1 Type *page* in your running head text at the location you want to reserve for the page number.
- 2 Expand the glossary entry by pressing Command-Backspace. The word (*page*) appears in the running head text in the document.
- 3 Format and position your running head as usual; when you print, the (*page*) will be replaced with the page number.





*The “page” glossary will be replaced with a page number when you print the document.*

If you don’t expand the “page” glossary immediately after typing it, you can select it later and expand it.

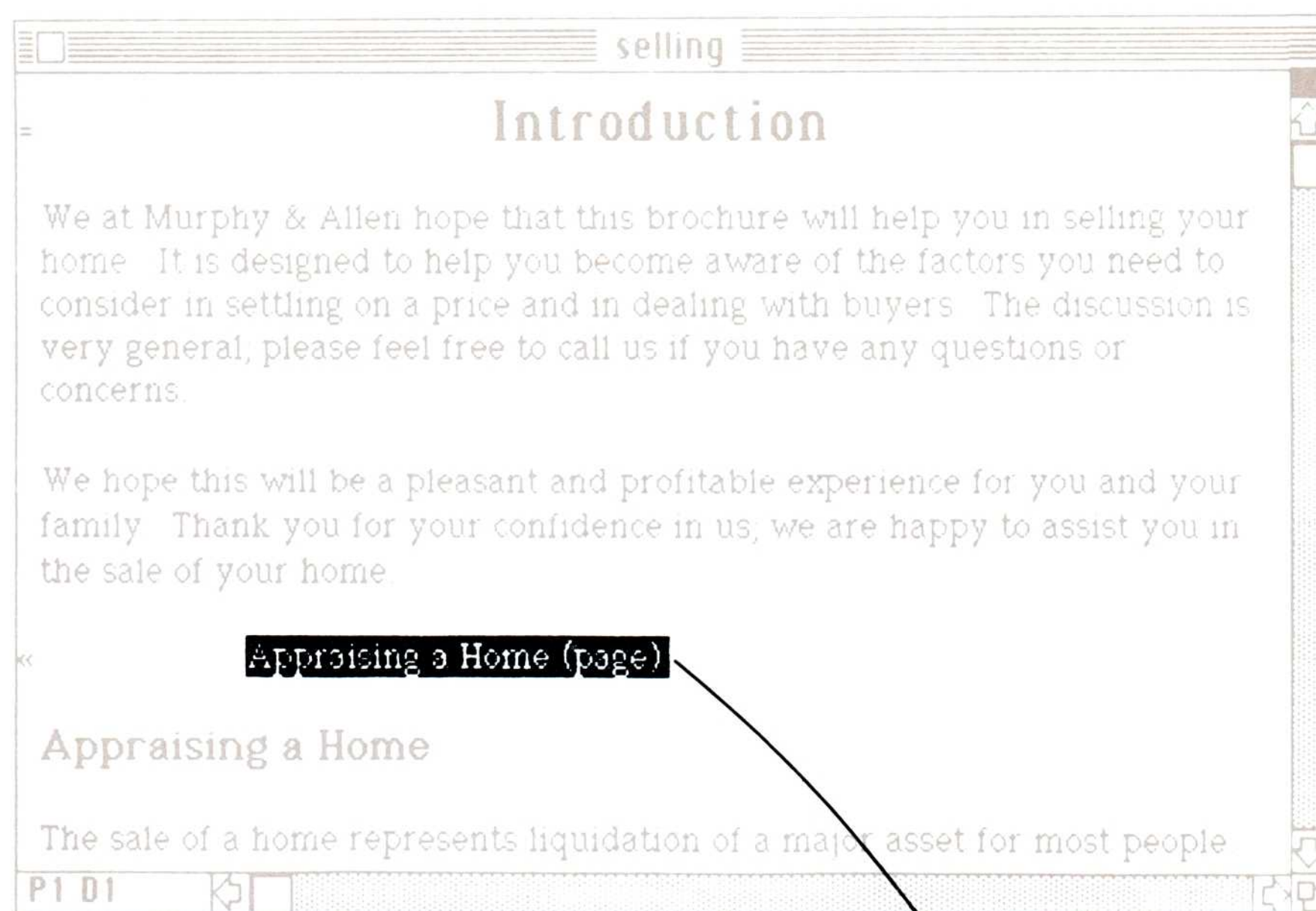
## **To indent running heads:**

Running head position is not affected by the left and right page margins. Running heads are preset to print one-half inch from the left edge of the page.

Use the Formats command on the Paragraph menu to indent the running head from the left side of the page, as you would any other paragraph.

- 1** Select the running head text.
- 2** Choose the Formats command from the Paragraph menu.
- 3** Indent the running head by typing the position in the text boxes; or by dragging the markers on the ruler.
- 4** Click the OK button. When your document is printed, your running heads will be indented.





*This running head was indented one inch from the left.*

### **To alternate running head position:**

Remember that the ruler shows only six inches of text; if you position your running head at the right side of the page, you may need to scroll the document horizontally to look at it on the screen.

You can use this method to alternate the position of the running head—that is, to make the running head appear on the right side of odd numbered pages and on the left side of even numbered pages.

- 1 If the text for the running head will be the same for both left and right pages, copy the running head text so that it appears twice. If the text will be different (for example, book title on left pages and chapter on right pages), type the text for each running head.
- 2 Format the two running heads separately, using the Running Head command. Specify that one running head appear on odd pages; specify that the other appear on even pages.
- 3 Use the Formats command from the Paragraph menu to align the running head flush right for odd pages. The other running head is aligned flush left automatically, unless you want to indent it (with the Formats command).





# 9 Printing Documents

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First, install your printer according to the instructions in *Macintosh* and in your printer guide. You should be familiar with the general instructions for printing as described in these two manuals.

## **In this chapter:**

- Using the Print Command
- Setting Up Pages
- Pagination
- Printing Form Documents

If you are using a daisywheel printer, see “Appendix E, Daisywheel Printers.” If you are using an Apple Writer or laser printer, the dialog boxes may differ slightly from those that appear in this manual.



# Using the Print Command

When you print, you can specify how many copies and what pages to print; what sort of paper to use; and print quality.

The preset options for printing are:

- Standard quality (screen quality print)
- All pages in document printed
- One copy of document printed
- Continuous form paper

## To print a document:

- 1 If you want to change any of the preset page dimensions (such as margins or paper size), choose the Page Setup command and make your changes. See the section below on “Setting Up Pages.”
- 2 Choose the Print command from the File menu. Note that there are some preset options.

*A High quality print (slow)*                      *D Prints all pages in document (preset)*  
*B Preset option: Screen quality (faster)*                      *E & F Click to print part of document —then specify page range.*  
*C Text only, one size, plain text plus bold and underline (fastest).*

Quality: *A* ☐ High      *B* ☒ Standard      *C* ☐ Draft

Page Range: *D* ☒ All      *E* ☐ From:  To: *F*

Copies: *G*

Paper Feed: *H* ☒ Continuous      *I* ☐ Cut Sheet

OK

Cancel

*G Specify how many copies to print.*                      *I Single sheets of paper*  
*H Standard printer paper*

- 3 If you want to change any of these options, do so.
- 4 Click OK. The document will start to print.

You may find that saving your document before you print will speed the process. This is particularly true if you make a lot of formatting changes to your document.

### **To interrupt printing:**

- Press the Command key and type a period.  
This stops printing completely.

### **To reprint:**

Word prints your documents with the settings you used the last time you printed. You need not set the Print command options each time you print, unless you wish to change the settings.



## Setting Up Pages

When you choose the Page Setup command, you will note that certain page options are already set:

- Letter-size page (8 1/2 by 11 inches)
- Printed lengthwise down the sheet
- Margins are one inch at top and bottom, and one and one-quarter inch on the left and right sides.

*A 8½" wide, 11" high*

*B 8½" wide, 14" high*

*C European standard,  
8¼" wide, 11⅔" high*

*D 8¼" wide, 12" high*

Paper: *A* ☒ US Letter *C* ☐ A4 Letter  
*B* ☐ US Legal *D* ☐ International Fanfold

Orientation: *E* ☒ Tall *F* ☐ Tall Adjusted *G* ☐ Wide

Margins:  
Top:  Left:  Gutter:   
Bottom:  Right:

*H* OK  
Cancel

*E Text prints lengthwise  
down the page.*

*F Prints pictures in proportion.*

*H Click OK when you have chosen your formats.*

*G Prints across the width of the  
page—the length of paper is  
used for the width of the  
document.*

## To specify margins for your document:

- 1 Choose the Page Setup command from the File menu.
- 2 The margin settings are in the lower part of the dialog box. Type a number or numbers in the text boxes. Specify a unit after the number if you do not want inches.
- 3 Click the OK button.

The screenshot shows the 'Page Setup' dialog box. At the top, under 'Paper:', there are radio buttons for 'US Letter' (selected), 'A4 Letter', 'US Legal', and 'International Fanfold'. Below this, under 'Orientation:', there are radio buttons for 'Tall' (selected), 'Tall Adjusted', and 'Wide'. To the right of these options are 'OK' and 'Cancel' buttons. In the center, there is a red italicized 'A' followed by the text 'Margins:'. Below this, there are text boxes for 'Top:', 'Left:', 'Bottom:', and 'Right:', each containing '1"', '1.25"', '1"', and '1.25"' respectively. To the right of these is a 'Gutter:' text box containing '0"' followed by a red italicized 'B'.

*A Type a number—Word assumes inches, unless you specify otherwise.*

*B Specify extra space on right margin of even pages, left margin of odd pages, for binding.*

The “Paper” and “Orientation” settings at the top of the dialog box are remembered from one session to the next. You need not change them each time you print.

The margin settings are saved with your document. These settings can differ from document to document when you print.



# Pagination

You do not need to worry about pagination most of the time. Word breaks pages (ends one page and starts the next) for you automatically. Word also has “widow” and “orphan” control so that a single line in a paragraph is not printed at the top or bottom of a page.

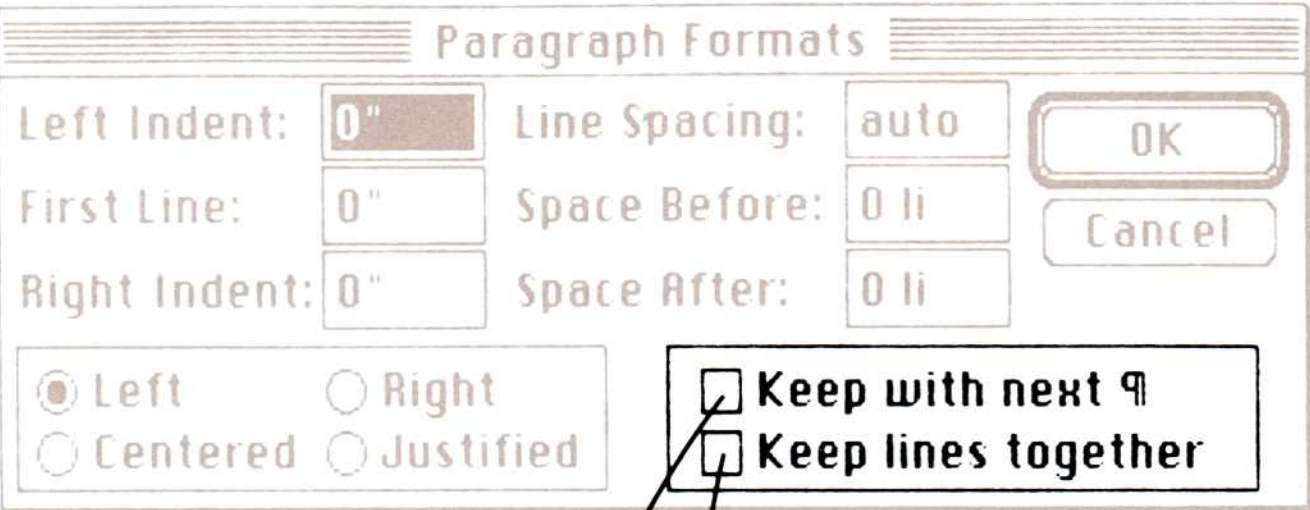
## To end a page:

You can tell Word where to end the page if you want to do so.

- 1 Select where you wish the page break to occur.
- 2 Press the Shift-Enter keys.

## To keep lines or paragraphs together:

You can specify that certain lines and paragraphs be kept together on a page. Use the “Keep lines together” and “Keep with next ¶” options in the Formats command on the Paragraph menu. See Chapter 7 on “Formatting Your Work” for details.



*Click to keep selected lines together on a page.*

*Click to keep paragraphs together on a page.*

You can specify what kind of page number you want, where you want page numbers to appear, and whether you want page numbering to be continuous or to restart at each division. Use the Division Layout command to control page numbers. See Chapter 8, “Working With Complex Documents,” for details about using the Division Layout command.

## To repaginate:

Use the Repagate command on the Document menu to repagate documents you have already printed. This is particularly useful if you have made editing changes since you last printed, and need to see how your page breaks are affected.

- Choose the Repagate command from the Document menu.

The document you are editing is repaginated. Page breaks appear as equal signs ( = ) on the left edge of the document. Changes in pagination will appear when you print.

You can also choose Repagate to see page breaks in a document that has not been printed.

Repagate will not change a page break inserted by pressing Shift-Enter.



## Printing Form Documents

---

When you want to produce many documents that will be very similar, you can always do so by creating many slightly different versions and printing them one at a time. But you will find this time consuming and tedious.

The easier way is to create a “form document” and use the Print Merge command to automatically print all the different versions. A form document can be:

- A form letter that is customized to the recipient—for example, the person’s name and address can appear in the letter.
- A main document that contains text that is inserted only if a certain condition is true.
- A merge document that compiles data from other documents (personnel records, perhaps) or from other programs (like ASCII merge documents from Microsoft File ).

You can also use Print Merge to insert entire documents into a main document, then print them in sequence, without having to choose the Print command over and over.

To produce a form letter, first create two documents, then combine them.

- The main document contains the “standard” text. This text remains the same for all copies of the document.
- The merge document contains the text that varies from one copy of the form document to the next.

The main document and merge document are combined to produce form documents.

Main document

formletter-job

**Murphy & Allen, Realtors**  
11950 16th Ave E, Seattle, WA 98112

«DATA.jobdata»

«fullname»  
«address»

Dear «name»

Thank you for responding to our advertisement in the newspaper for a «position».

«IF Interview» = yes We would like to discuss this position with you further. Please call our secretary Ms Jones to schedule an interview. «ELSE» The position you applied for has been filled. However, we will keep your resume on file for six months. If any position opens that matches your qualifications within that time, we will contact you. «ENDIF»

Page 1

Print Merge

File

New	⌘N
Open...	⌘O
Close	⌘W
Save	⌘S
Save As...	
Page Setup...	⌘P
Print...	
Print Merge	
Printer Setup...	
Quit	⌘Q

jobdata

fullname	address	name	position
Kenneth Watson	7900 114th NE		
Seattle WA 98103	Mr. Watson	consultant	
Mr. John Quiet	500 N 42nd		
Bellevue WA 98003	Mr. Quiet	window washer	
John Keeley	2200 SW 4th		
Kirkland WA 98033	Mr. Keeley	maintenance engineer	
Ms. Charlotte W. Nash	3400 Galer St		
Seattle WA 98122	Ms. Nash	word processing operator	
Mr. Bryan Dikington	100 11th W		
Seattle WA 98101	Mr. Dikington	freelance artist	

Page 1

Merge document

**Murphy & Allen, Realtors**  
11950 16th Ave E, Seattle, WA 98112

Kenneth Watson  
7900 114th NE  
Seattle WA 98103

Dear Mr. Watson

Thank you for responding to our advertisement in the newspaper for a consultant.

We would like to discuss this position with you further. Please call our secretary Ms Jones to schedule an interview.

We appreciate your interest in our company.

Sincerely,

Marie Allen

**Murphy & Allen, Realtors**  
11950 16th Ave E, Seattle, WA 98112

Mr. John Quiet  
500 N 42nd  
Bellevue WA 98003

Dear Mr. Quiet

Thank you for responding to our advertisement in the newspaper for a window washer.

The position you applied for has been filled. However, we will keep your resume on file for six months. If any position opens that matches your qualifications within that time, we will contact you.

We appreciate your interest in our company.

Sincerely,

Marie Allen

**Murphy & Allen, Realtors**  
11950 16th Ave E, Seattle, WA 98112

John Keeley  
2200 SW 4th  
Kirkland WA 98033

Dear Mr. Keeley

Thank you for responding to our advertisement in the newspaper for a maintenance engineer.

We would like to discuss this position with you further. Please call our secretary Ms Jones to schedule an interview.

We appreciate your interest in our company.

Sincerely,

Marie Allen

Form documents



See “Creating a Main Document” and “Creating a Merge Document” below for directions on creating these two documents.

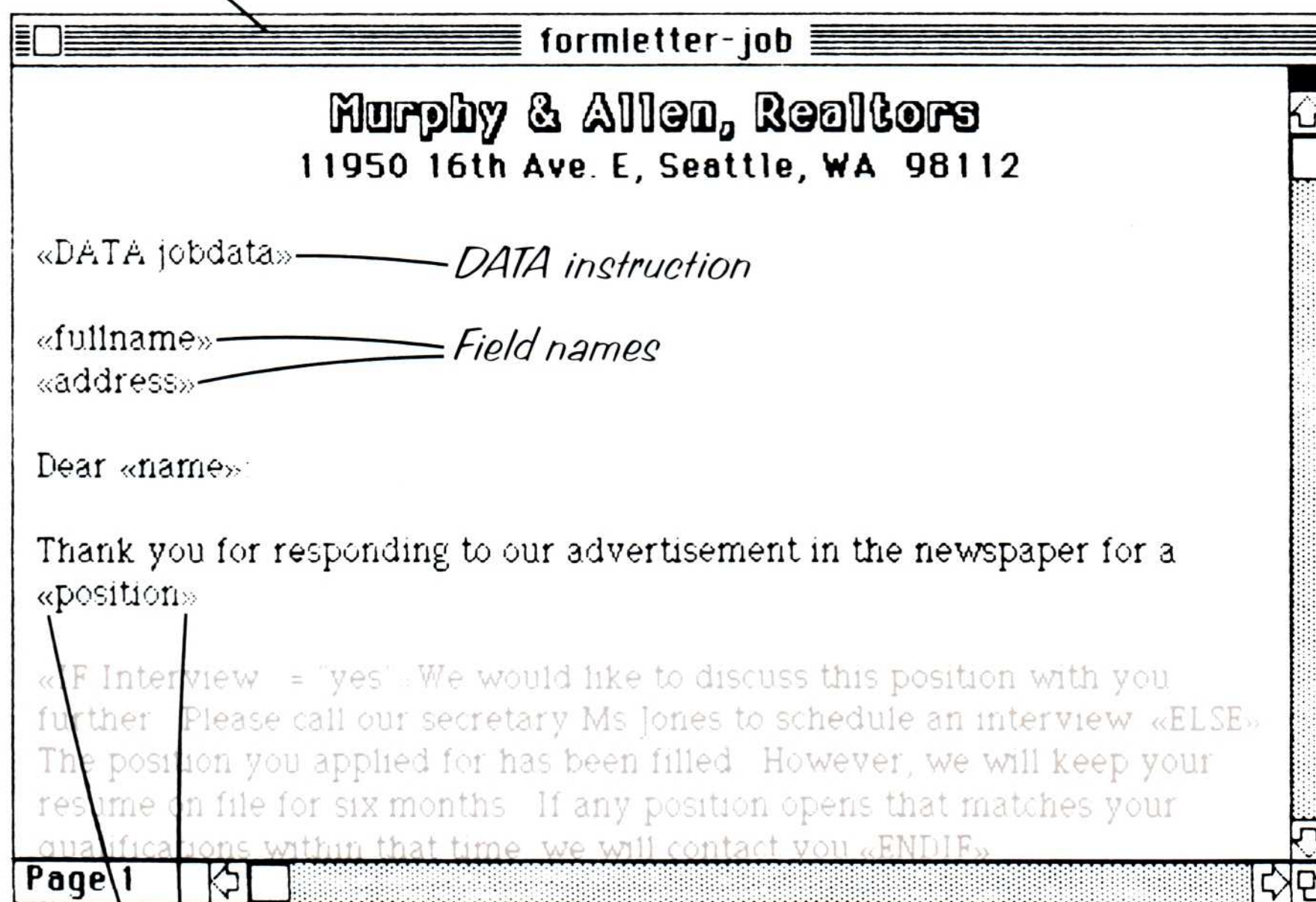
## Creating a Main Document

You edit and format the main document like any other Word document. The main document is different in that it contains special fields and instructions where Word inserts information while printing.

A “field” represents one item of information or data. The field name is usually a general category, such as “name,” “address,” or “salary.” An “instruction” tells Word to insert information in a specific way—typical instructions are ASK, INCLUDE, and IF...ENDIF.

When the document is printed, Word replaces the field names with information from the merge document. The inserted text has the same character formats as the field name it replaces. For example, if the field name «*address*» appears in your main document, the address will be italic when you print the document.

*Main document*



*Special merge characters*



## To create a main document:

- 1 The DATA instruction must be the first instruction in your main document. This instruction tells Word the name of the merge document to open for information. For example, the instruction «DATA jobdata» inserts data from the “jobdata” document.
- 2 Type the main document text. Type field names at the places where you want to insert text from the merge document. Surround each field name with a set of special merge characters—for example, «address». (These special characters are international quotation marks, not angle brackets.) Hold down the Option key and press the Backslash (\) key to get the first « and press Shift-Option-Backslash to get the second ».

Instructions appear in this manual in capital letters for emphasis; you can use any combination of capital and lowercase letters in an instruction.

You can have up to 256 fields; each field name can be up to 64 characters long. As long as the DATA instruction is first, you can put the field names and instructions in any order you like in the main document. You do not have to include all the information that is in the merge document; you can choose to include only those fields you want in the main document.

You can also use a header document name in addition to the merge document name in the DATA instruction. See the Print Merge command in Chapter 11, “Commands,” for details.

For a complete list of the instructions you can use in a main document, see “Instructions” below.

## Creating a Merge Document

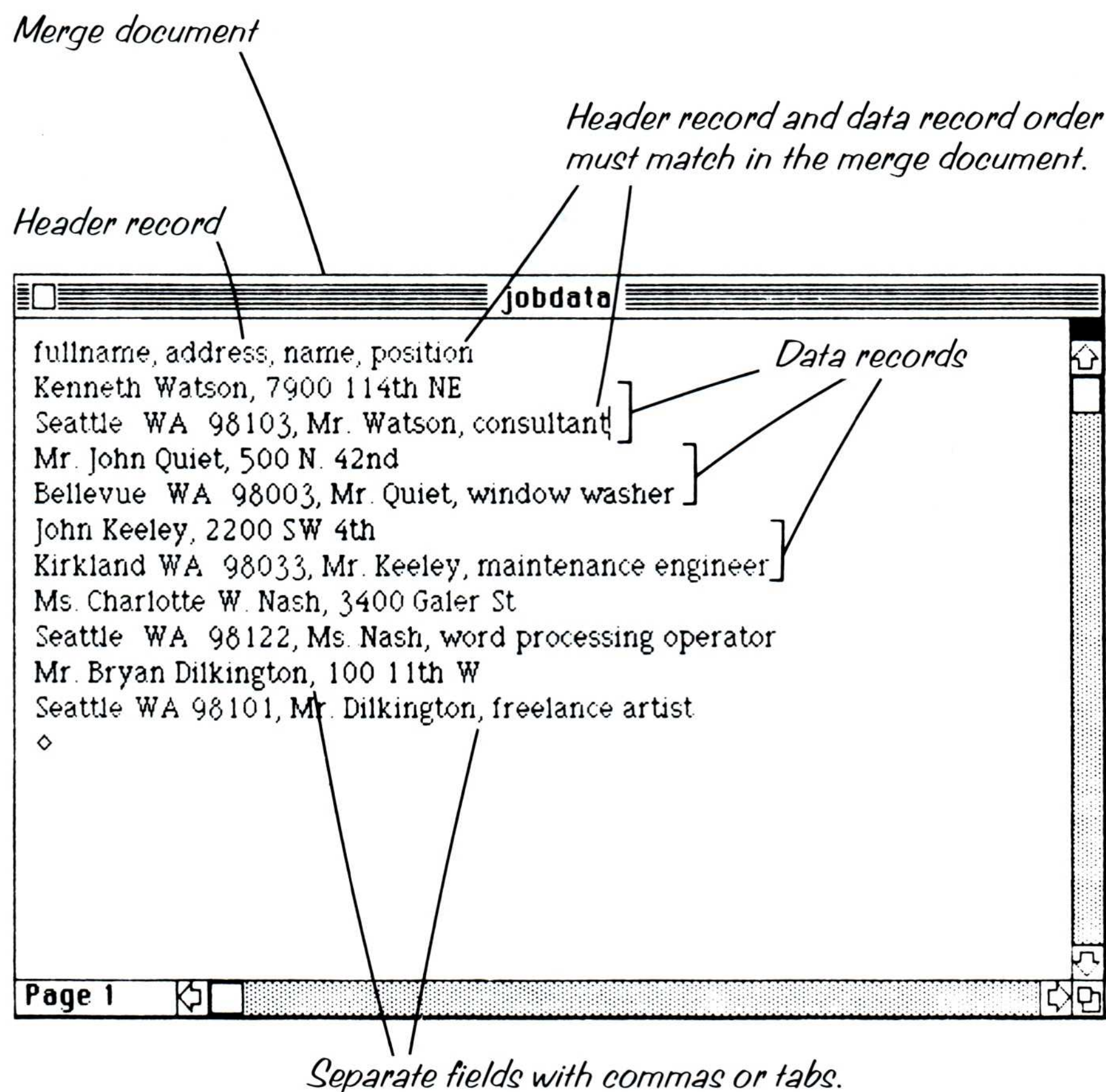
The merge document contains the information or data that you want to merge into the main document. You can use Word to create a merge document; or you can use unformatted ASCII documents from other Macintosh applications—Microsoft File, for instance.

A merge document is made up of data records. Each data record contains the fields of text that are inserted to produce one version of your document. A data record in a payroll file might include this information for each person on the payroll: name, social security number, gross income, net income, and so on. You end a data record by pressing the Return key.

The first data record is a special one, called a “header record.” This header record lists the field names. For example, a typical header record might read “name, address, phone, date of birth”. These categories will correspond to the field names in the main document.



Note that in the merge document you do not type special characters around fields. Instead, you separate them with commas or tabs.



**To put commas in a field:**

- Surround the entire field with quotation marks. For example, your data record might read: "John Smith, Jr.", 1419 13th E, house, \$50000

**To put quotes in a field:**

- Surround the word(s) with double quotes and the field with quotes. For example, another data record might read: Mary Brew, 1820-18th Avenue, ""fixer-upper""", \$30000

**To prepare a merge document:**

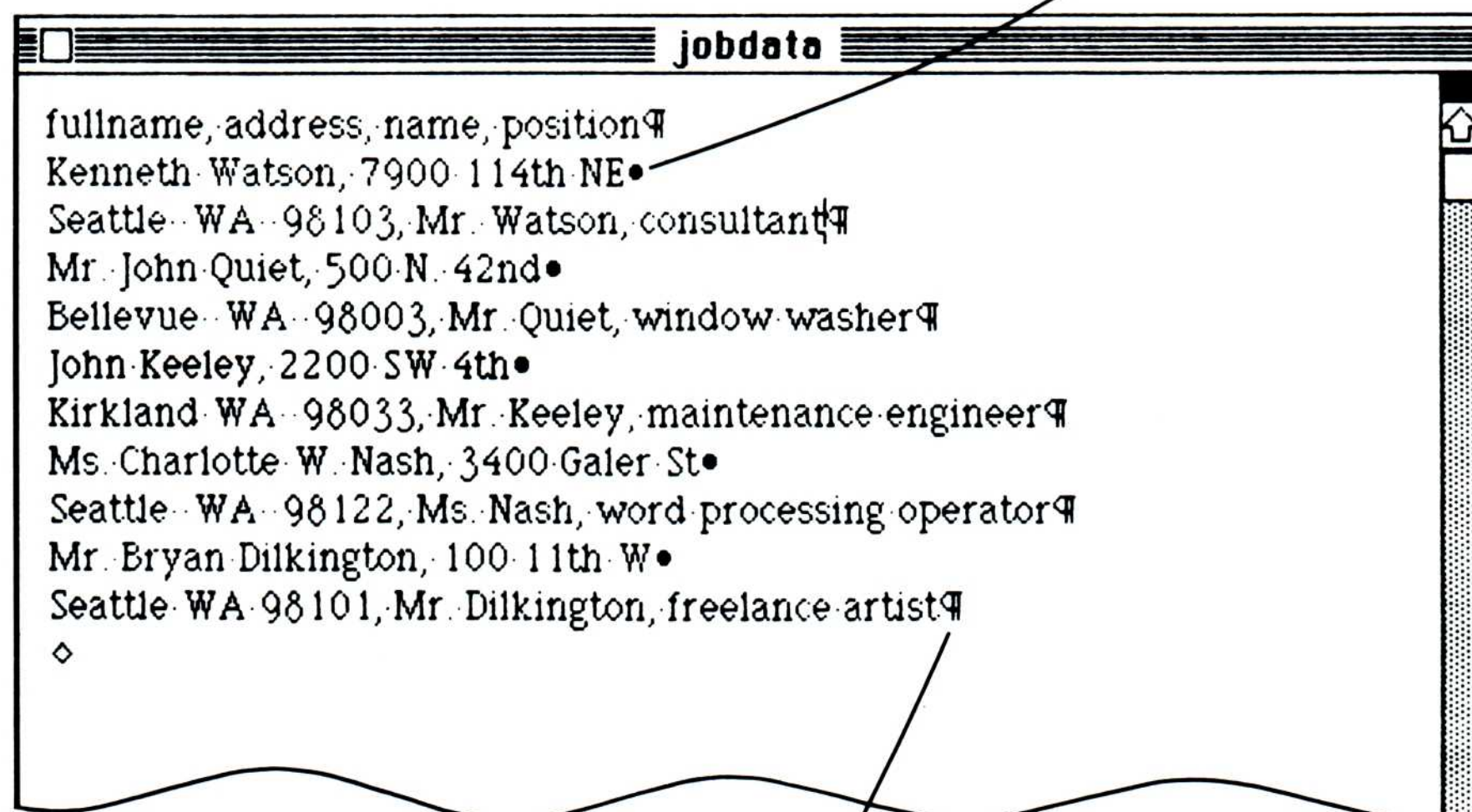
- 1 Type the header record and press the Return key. The header record must be the first data record; it names the fields for all data records that follow.



- 2 Now type the rest of your data records. Fields should be separated with commas or tabs only. Type the fields in the same order in which they appear in the header record. Press the Return key to end each data record.

*Merge document—Show ¶ was used to show symbols.*

*Use Shift-Return (new line) to end a line without ending the data record.*



*Press the Return key to end each data record.*

## Instructions

You type instructions in the main document to tell Word how to handle or where to look for specific information. Instructions are also surrounded by «special merge characters».

You can type instructions using any combination of capital and lowercase letters.



*Summary of Instructions*

DATA	Tells Word in which document to find data.
ASK	Prompts you for the contents of a field. You can also specify the prompt.
INCLUDE	Inserts the text of the specified document in the main document.  You can use this instruction to print several documents at one time.
NEXT	Tells Word to go to the next data record in the merge document.
SET	Sets the contents of the field equal to one value for all documents printed.  You can also use this instruction to display a prompt every time it is encountered so you can type the information as each copy of the document is printing out.

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Examples

**DATA**  
If you type «DATA orders» at the beginning of your main document, this instruction tells Word to use the data document named “orders” to fill the data fields in the main document. The DATA instruction must always be the first instruction in the main document.

**ASK**  
If you insert the instruction «ASK Interview=?Do we want to interview?» in your file, you will see this message at the point that the instruction is encountered: “Do we want to interview?” The first question mark after the equal sign is required; the second is part of the text for the prompt in this example. You would probably use this in combination with a conditional instruction. The response to the ASK statement usually corresponds to the information in the IF statement. See the conditional statements in the table below.

*ASK instruction will display a prompt.*

formletter-job

**Murphy & Allen, Realtors**  
11950 16th Ave. E, Seattle, WA 98112

«DATA jobdata»  
«ASK Interview=?Do we want to interview «name»?»  
«SET date=?What is the date?»

«fullname»  
«address»

Dear «name»

Thank you for responding to our advertisement in the newspaper for a  
«position».

«IF Interview = "yes"» We would like to discuss this position with you  
further. Please call our secretary Ms Jones to schedule an interview. «ELSE»  
The position you applied for has been filled. However, we will keep your

Page 1

## INCLUDE

If you type the instruction «INCLUDE brochure» in your main document, the entire “brochure” document will be inserted at the point where the instruction is encountered.

The number of documents you can include this way is limited only by the amount of space left on your disk, because Word builds one large file, then prints it.

## NEXT

This instruction tells Word to go immediately to the next data record in the merge document. For example, if you type «NEXT» between field names in your main document, you can print all the information in one form document, instead of one data record for each field in each document.



This example prints all the names and addresses from the merge document in one form document.

```
«name»      «address»
«NEXT»
«name»      «address»
«NEXT»
«name»      «address»
```

```
Mary Brew      1820 18th Ave.
John Smith, Jr. 1419 13th E.
Beth Clarke    11249 145th St.
```

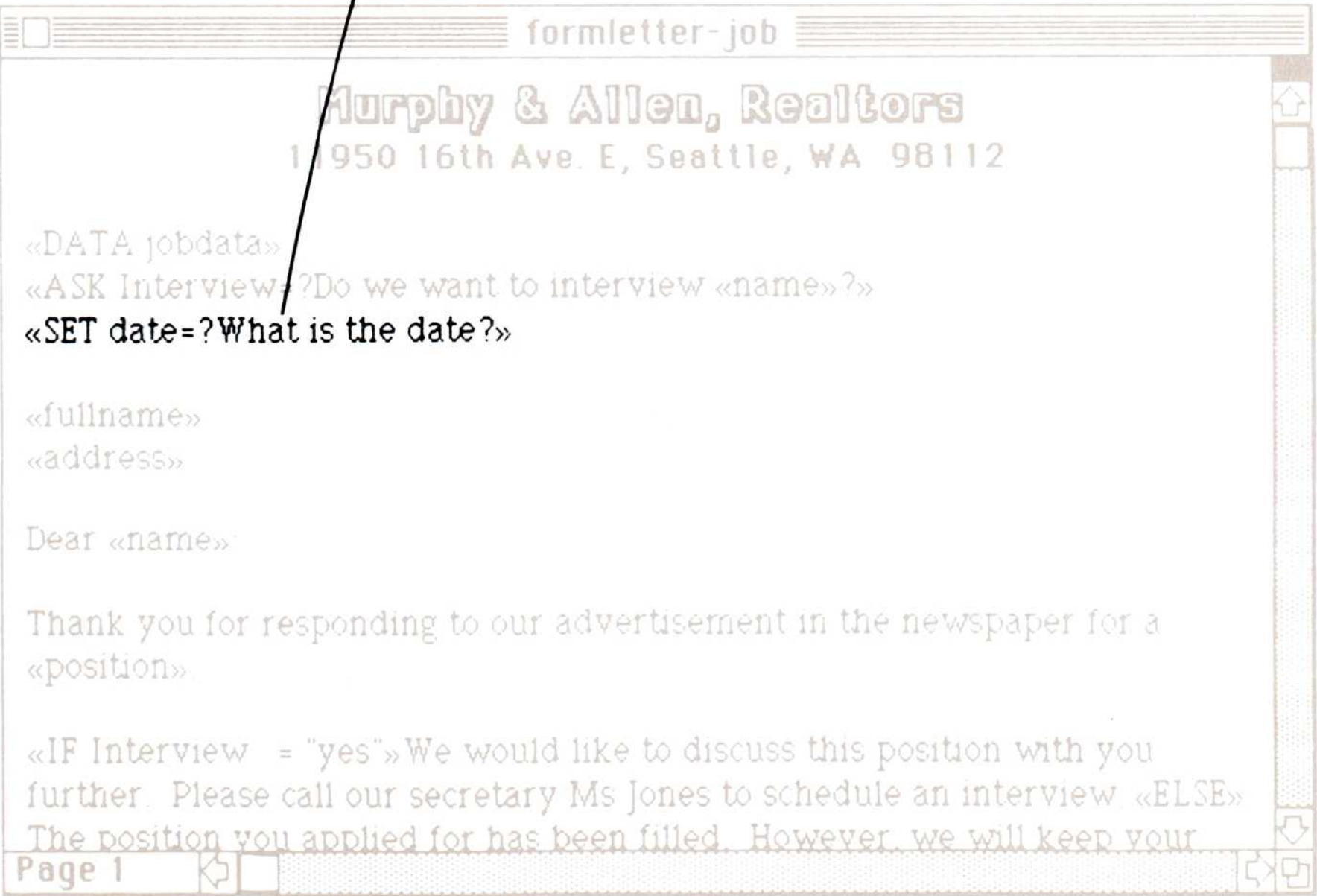
**SET**

Use the SET instruction to insert the same information each time the field is encountered. If you type the instruction «SET date = March 1, 1984», Word will print the «date» as “March 1, 1984” in all your copies.

You can also use the SET instruction to display a prompt at each occurrence of the «date» field. For instance, «SET date = ?The date is:» displays the message: “The date is:” when the «date» field is encountered.

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*You can use the SET instruction to display a prompt.*



You can also insert conditional instructions. This means that Word prints the text only if a certain condition is true; or that Word prints one thing if the condition is true, and something else if the condition is not true. If your condition requires a response from you (instead of the condition matching a name or number, for instance), you will be asked whether the condition is true when you print.

### ***Conditional Instructions***

**IF...ENDIF** Inserts text if the condition specified is met. You can also use the comparison operators  $>$  (greater than) and  $<$  (less than) in this instruction.

**IF...ELSE...ENDIF** Also inserts conditional text. If the condition specified is met, the text is inserted. Otherwise, another text entry that you specify is inserted.

You can also use greater than or less than operators.

Put quotes around the conditional item in the instruction.

## **Examples**

### **IF....ENDIF**

If you want to confirm a meeting with one (or more) persons, type:

«IF name="J.S. Clark"» I look forward to meeting  
with you on Thursday at 10:00 a.m. to discuss  
the contract.«ENDIF»

When the name you specify is found in a data record, Word prints the message. «ENDIF» completes the conditional instruction.

You can use SET or ASK to set a prompt, if you prefer that the IF statement be a response to a question. You can also use greater than or less than operators; for instance:

«IF maximum account balance  $>$  "50000"»We would  
like you to attend our office Christmas party on  
December 23, 1984.«ENDIF»

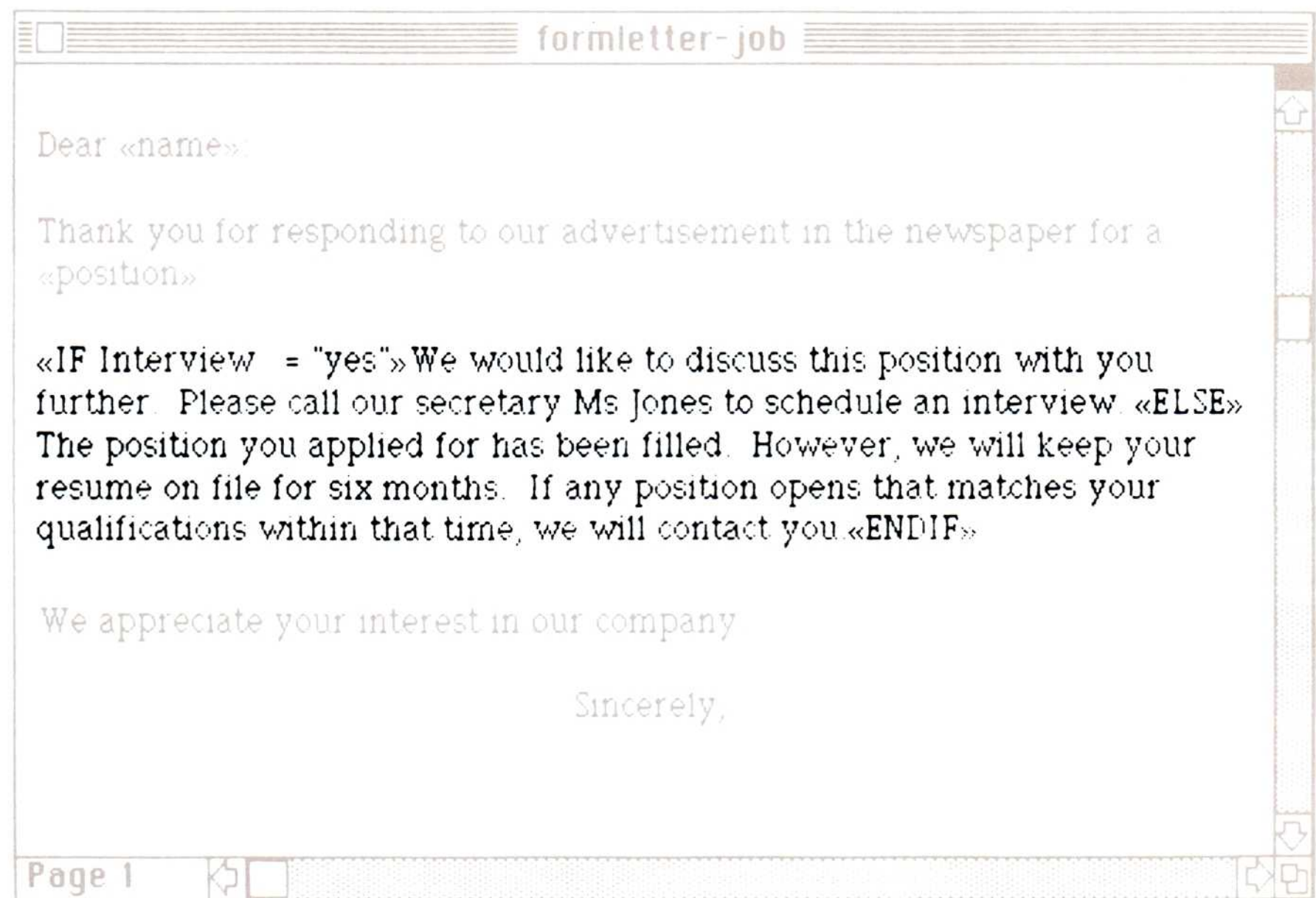


### IF...ELSE...ENDIF

In this example, if you respond with “yes” to the “attend meeting” prompt, Word prints the first sentence. If you respond with anything other than yes, Word prints the text that comes after the ELSE instruction. (Use SET or ASK to specify a prompt.)

«IF attend meeting = “yes”» I look forward to meeting with you to discuss our mutual interests. «ELSE» I regret that I cannot meet with you at that time. I will be happy to arrange a meeting at your convenience.«ENDIF»

See the figure below for another example.



For more details about the Print Merge command, see Chapter 11, “Commands,” in “Word Reference.”



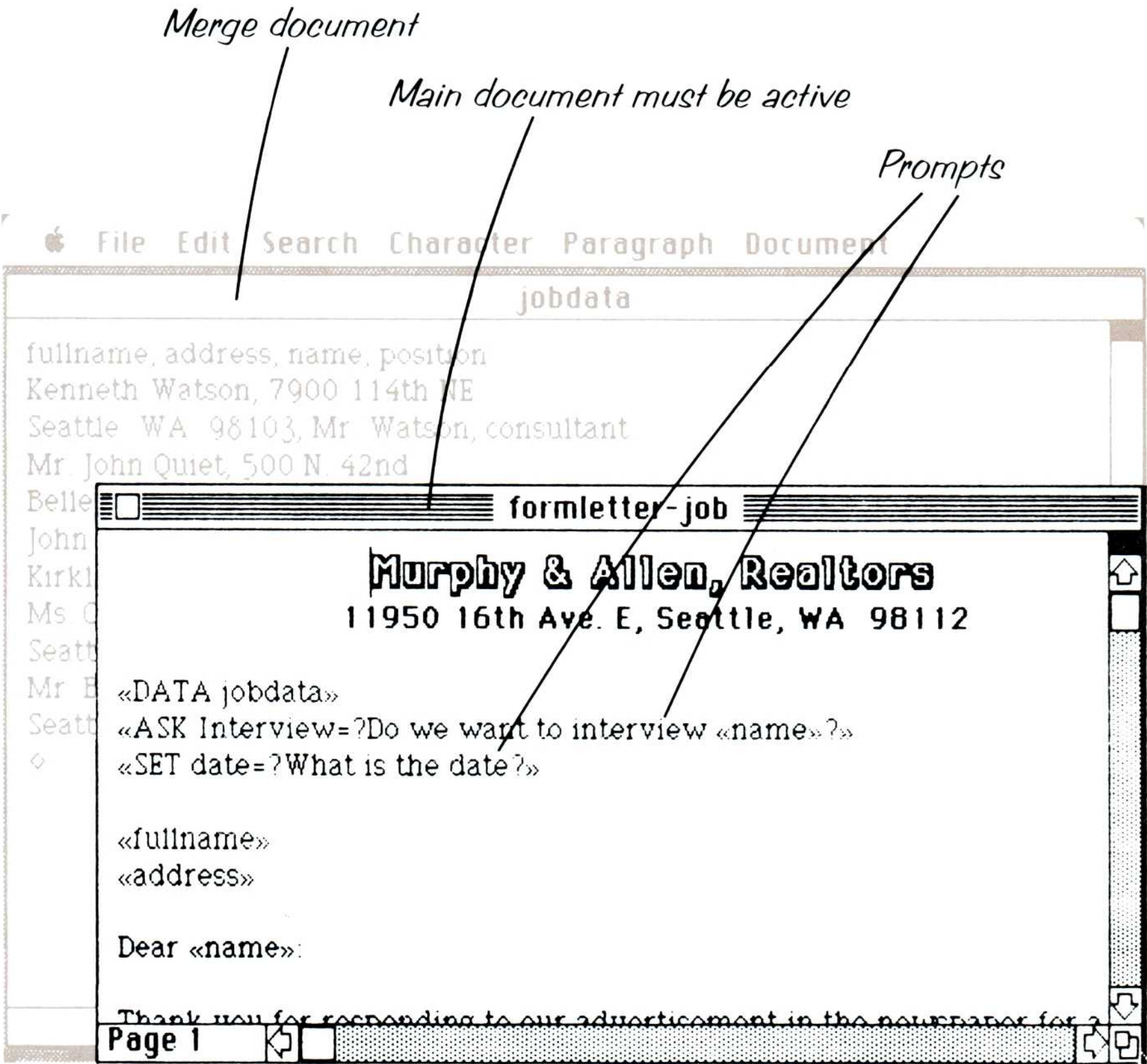
## Merging the Documents

When you have created both the main document and the merge document, you can start printing form documents using the Print Merge command. The main document, the merge document, and any documents inserted with the INCLUDE statement need to be on the same disk.

Each field name in the main document must match a field name in the merge document. Or you can define a field by using a SET or ASK instruction.

### To print a form document:

- 1 Open the main document. The main document window must be active when you start to print.
- 2 Open the merge document if you wish. If you do not open the merge document, Word goes to the disk for it.





## To reprint part of the merge document:

- 3 Choose the Print Merge command from the File menu. A dialog box appears that is identical to the Print dialog box. Choose options just as you would to print any document.
- 4 At this point, if you have inserted conditional instructions or prompts in the main document, you may be prompted to respond to questions. Fill in the text box below each question exactly as you are prompted.
- 5 Click OK in the Print Merge dialog box to start printing.

If you inserted conditional instructions or prompts, Word will stop and prompt you for each copy of the form document that you print. Printing continues until all information in the merge document has been combined with the main document.

If you make a mistake in one of the data records, you probably do not want to reprint all of the data records in the merge document.

- 1 Correct the error in the data record.
- 2 Create a new (empty) merge document.
- 3 Copy and paste the corrected text into the new merge document.
- 4 Change the DATA statement in your main document so that it inserts the newly created merge document.
- 5 Use the Print Merge command as described above.

You can use this technique to reprint any number of data records if you need to.

# 10 Handling Documents

---

This chapter explains how to get your documents from the disk and put them back using the Open, Save, and Save As commands on the File menu.

## **In this chapter:**

- Opening documents
- Saving documents

For information on topics relating to disks and memory management, see “Appendix C, Disk Space and Memory.”



## Opening Documents

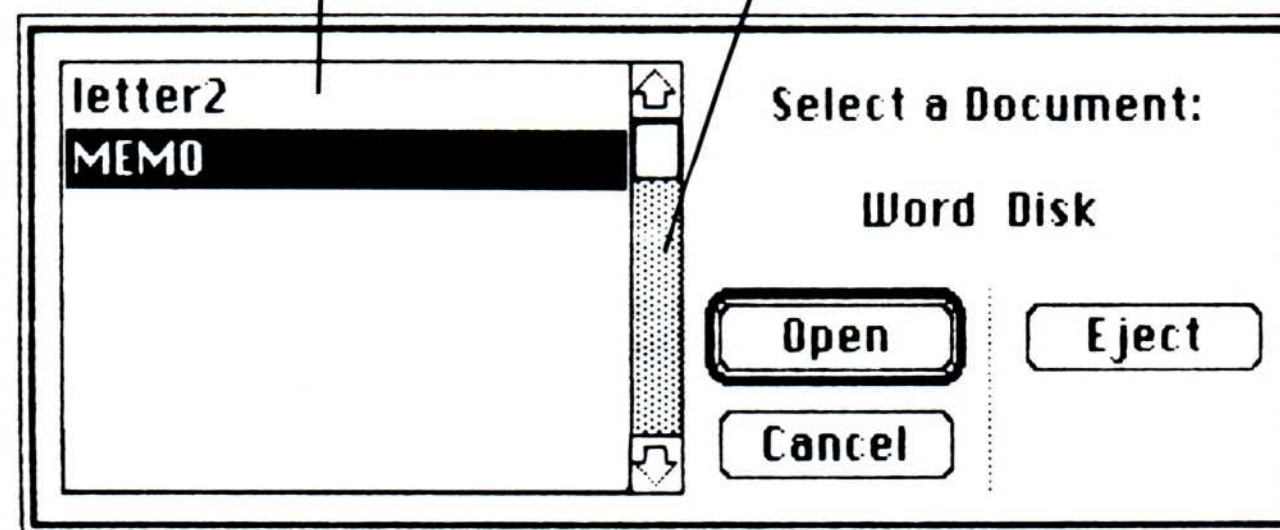
There are two ways to open an existing document. You can open the document from Word by using the Open command. Or you can open a document from the Finder by double-clicking on the icon for the document. This loads the Word program and the document at the same time.

### To open documents:

- 1 Choose the Open command from the File menu.

*The list box contains the names of all documents on the disk.*

*Scroll to see the entire list.*



*If you make a mistake, or insert the wrong disk, press Cancel or Eject.*

- 2 Click the name of the document you wish to open.
- 3 Click the Open button. Your document appears on the screen.

OR

Double-click on the document name in the list box to open it.

You can also open a new, empty document window or open an existing document using the Finder.

### ***To...***

Start Word and create a new document:

### ***Do this:***

Double-click on



Start Word and open an existing document:

Double-click on



### **To open another document window:**

- 1** Choose Open from the File menu.
- 2** Click the document name in the list box.
- 3** Click the Open button.

OR

Choose the Open command and double-click the document name in the list box.



## **To close a document window:**

- 1 Choose Close from the File menu or click the close box to close the window on the screen. If there is more than one window on the screen, this closes the active window.
- 2 If there are unsaved changes in this window, you will see an alert box asking if you want to save the changes.

If you click Yes, your document will be saved. If you are saving a new document, the Save As dialog box will appear. Type a name and click the Save button to save the changes. The window will be closed.

Clicking No discards the changes in the window without saving.

- Choose New from the File menu. A new untitled window document appears. Word will prompt you to name the document when you save it.

## **To open a new, blank window:**

## **To open a document on a different disk:**

You can also use the Open command to open a document on another disk without returning to the Finder.

- 1 Choose Open from the File menu.
- 2 Click the Eject button in the Open dialog box.
- 3 Insert the disk containing the document you want to open. The Open dialog box reappears.
- 4 You will see a list box containing the names of all Word documents on the disk. Click the name of the document in the list box.
- 5 Click the Open button, and the document appears on the screen.

If you have a single drive system and the disk in the drive does not contain the Word program, you will be asked to reinsert the Word disk.

## **If you have two disk drives:**

- 1 Choose Open from the File menu.
- 2 Insert the disk in the external drive and click Drive in the Open dialog box.
- 3 Click the name of the document that you want in the list box.
- 4 Click Open to open the document (or double-click the name in the list box).



## Saving Documents

---

It's a good idea to save your documents at least every 15 minutes. Saving this often ensures that you won't lose information by accident if there is a power interruption or if you leave your computer unattended.

You are also asked if you want to save when you use the Quit and Close commands. See Chapter 11, "Commands," in "Word Reference" for more information on these commands.

When you change a document and save it, the new version replaces the old one on the disk. To save different versions of a document, or to create a backup copy of a document, use the Save As command.

### To save editing changes:

- ▣ Choose the Save command from the File menu.

If you've saved your document before, no dialog box appears. Your changes are saved automatically. The new, edited version of the document replaces the old one on the disk.

To save a new document, use the Save As command. However, if you choose the Save command instead, Word will display the Save As dialog box.



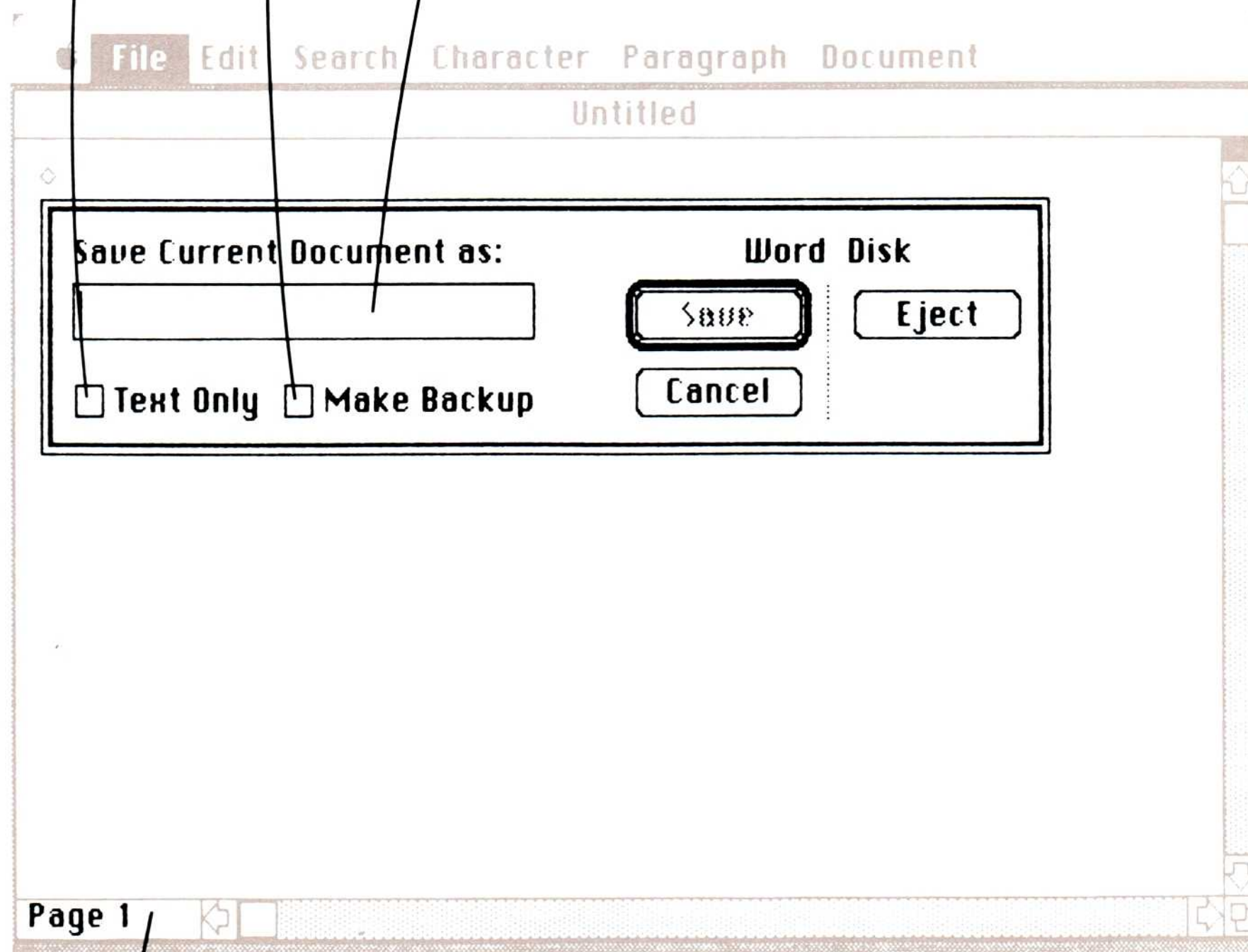
## To save a new document:

- 1 Choose the Save As command from the File menu.

*Check to discard formatting. Otherwise, Word saves all formatting with the document text.*

*Check if you want to make a backup copy of your document.*

*Type a document name here.*



*The number of characters in the document will appear here when you click Save.*

- 2 Type the name of the document in the text box labeled "Save Current Document as:" If you type the name of a document that already exists, you will be asked to confirm that you want to replace that document. Confirm, or cancel the command.
- 3 Click the Save button, or press the Return or Enter key, to save your document. The number of characters in your document appears briefly in the lower left corner of the window. Your page number will reappear when the document has been saved, and you start working again.



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<b>Note</b>	You can use any combination of characters in a document name, with one exception: you cannot use a colon.
-------------	---

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## To save more than one version of a document:

If you change a document, but want to keep the old version on the disk as well as the new version, you can use the Save As command to give the new version a slightly different name (for example, the new version of a RESUME document could be named RESUME2).

- 1 Choose the Save As command from the File menu.
- 2 Type the name for the new version of the document in the text box.
- 3 Click the Save button, or press the Return or Enter key.

## To save a backup copy of a document:

If you want to keep extra copies of very important or frequently used documents on your disk, use the Save As command to make backup copies.

- 1 Choose the Save As command from the File menu. Word proposes the current name of the document.
- 2 Click the box labeled “Make Backup.”
- 3 Click the OK button to save.

Word saves the backup copy, which is named “Backup of *document name*”.

Word needs a copy of the document on the disk to make a backup copy, so the document should have been saved once. When you tell Word to make a backup copy of a new document that you have not yet saved, Word will not be able to do so. However, Word will make a backup copy the next time you save this document.

## To discard formatting:

You may want to discard a document’s formatting for several reasons. Perhaps you intend to change the format later. You may want to save space on the disk. Or you decide to discard formatting so that you can move text from Word into another Macintosh application—for example, you could write a program with Word and move it into Microsoft BASIC.

- 1 Choose the Save As command.
- 2 If necessary, type the document name in the text box.
- 3 Click the box labeled “Text Only.”
- 4 Click the OK button.



### **To save to a different disk:**

- 1 Choose the Save As command.
- 2 Type the document name in the dialog box.
- 3 Click the Eject button; or click the Drive button if you have an external drive.
- 4 Insert the disk you want to save the document on.
- 5 Click the Save button.

### **When You Quit**

If there are unsaved changes to any documents when you quit, Word asks you to confirm whether or not you want to save changes to your documents. If you click No in this first box, Word quits and discards all changes to all documents.

If you click Yes, you will be asked again if you want to save the changes for individual documents. The windows move to the top one at a time; the Save box applies to the document displayed in the top window. If you click No, Word discards the changes and quits. If you click Yes, Word displays the Save As dialog box for any new documents. When all changes to all documents have been saved, Word quits and returns you to the Finder.





# Word Reference

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“Word Reference” includes the following information:

- Word commands

- Appendices on the following topics:

Key sequences

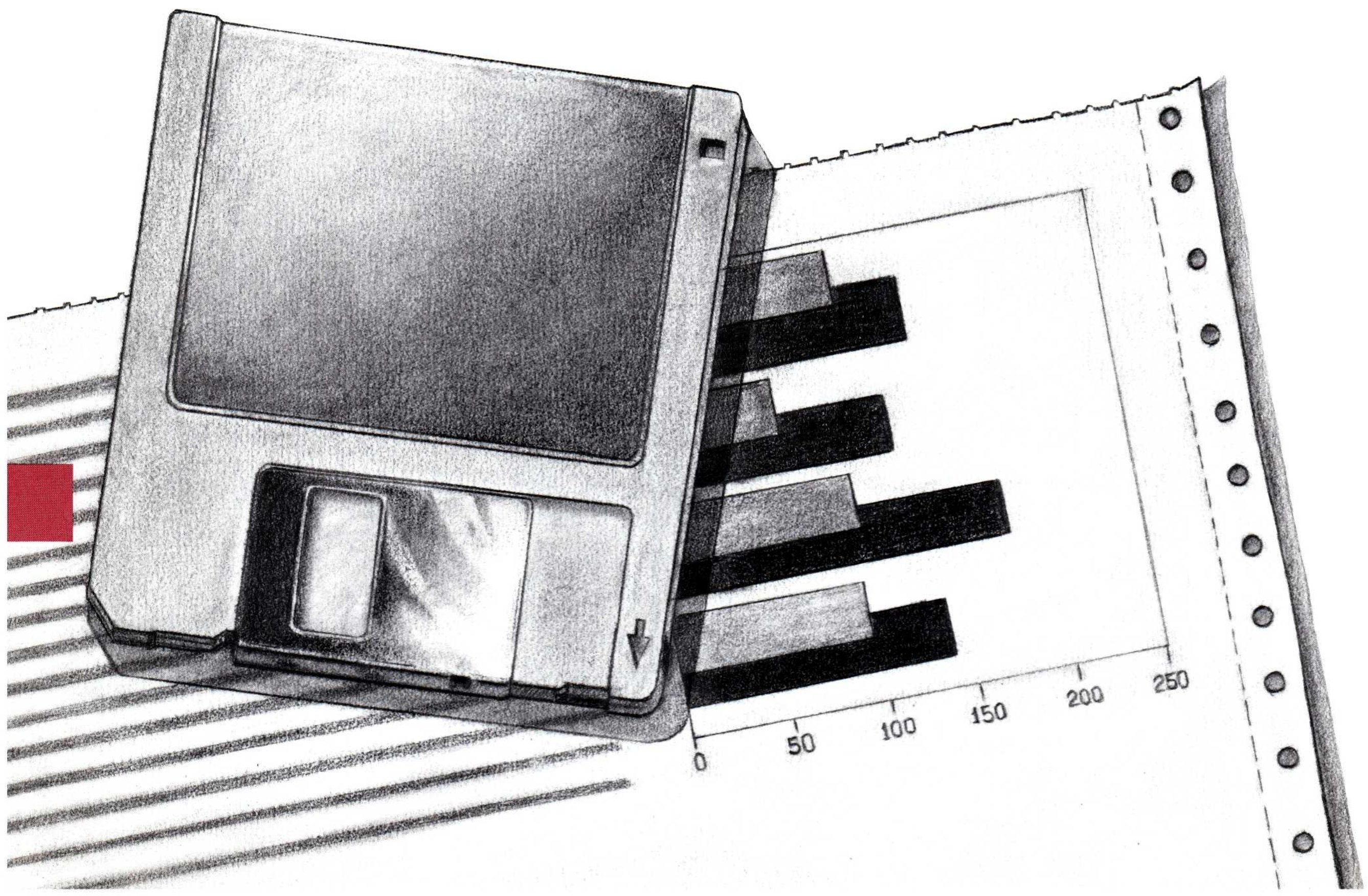
Preset options and formats

Disk space and memory

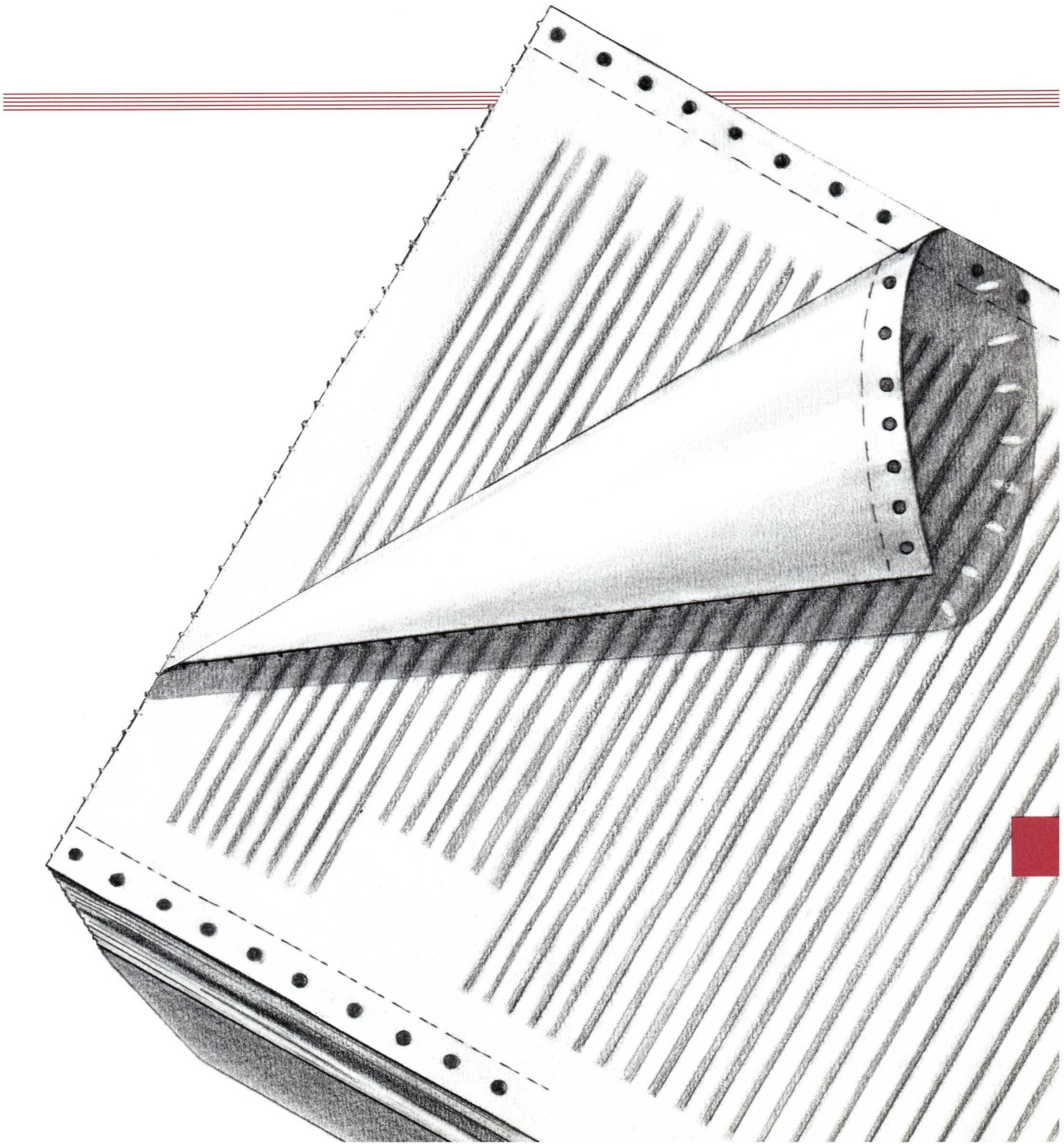
Using Word with other applications

Daisywheel printers

- A list of terms used in this manual











# 11 Commands

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## What is a command?

This chapter describes the Word commands. They are arranged in the order in which they appear on the menus. If there are options you can choose, they are listed in the discussion of the command.

For an alphabetical list of commands, look in the Index under “Commands.”

A command is an instruction to your Macintosh to perform an action. When you pull down a menu on the Macintosh, some of the commands appear gray, or “dimmed.” A command is dimmed when it does not apply to what you are doing at the moment. You cannot choose a dimmed command.

Some commands appear with a check mark beside them on the menu. The check mark tells you that the command is in effect. In most cases, a checked command applies only to the text that contains the insertion point or is currently selected.

Some commands are carried out as soon as you select them. Others need more information. Any command on a menu that is followed by an ellipsis (...) displays a dialog box. The dialog box appears when Word needs more information to carry out the command.



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**Bold**

*Italic*

Underline

**Outline**

**Shadow**

Small Caps

Superscript

Subscript

---

Formats... ⌘D

**Paragraph**

Normal	
.....	
Left	
Centered	
Right	
Justified	
.....	
Single Space	
Double Space	
Open Space	
.....	
Formats...	
.....	
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**Document**

Division Layout...	
.....	
Footnote...	⌘E
Running Head...	
.....	
Repaginate	⌘J



## Menus

---

Word has seven command menus: Apple, File, Edit, Search, Character, Paragraph, and Document.

- The Apple menu is the same as in all Macintosh applications. The About Microsoft Word command shows how much memory is used by the program, and offers help about Microsoft Word.
- The File menu commands are used to open and save documents and windows, to print, and to end a session.
- The Edit menu includes some familiar Macintosh editing commands (Undo, Cut, Copy, Paste, Clear, Show Clipboard), as well as some editing commands that are unique to Word. The editing commands allow you to edit or to use the Clipboard, glossaries, and ruler.
- The Search menu contains the Find, Change and Go To commands, so you can look for and change a particular word or phrase.
- The Character menu commands change the appearance, size, and position of your characters on the screen.
- The Paragraph menu commands set alignment, indents, line spacing, and tabs.
- The Document menu commands are for designing complex documents. You can change the size of columns, number or renumber pages, create and position footnotes and running heads.



## Dialog Boxes

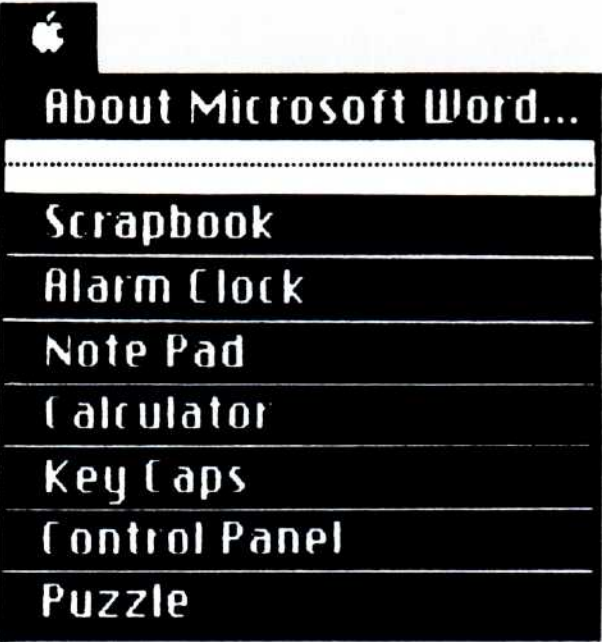
---

You will see the following features in dialog boxes:

- |                    |   |
|--------------------|---|
| <b>Buttons</b>     | <p>Most dialog boxes have OK and Cancel buttons; a few have other buttons instead. Click the OK button to carry out the command. Click the Cancel button to cancel the command. If the button is outlined, pressing the Return or Enter keys will carry out the command as well.</p> <p>Other buttons are described under individual commands.</p>  |
| <b>List Boxes</b>  | <p>Dialog boxes often contain list boxes that list the items that command acts upon (for example, documents, fonts, font sizes). If the entire list doesn't fit, the list box will contain scroll bars; scroll to see the rest of the list.</p> <p>If a dialog box has a list box, click the response you want, then click the OK button.</p>   |
| <b>Text Boxes</b>  | <p>Some dialog boxes have text boxes in which you type a number or some text. Word may propose a response; if you want to use this response, just click OK. If you want a different response, type the new response. Use the Back-space key to erase typing errors.</p>   |
| <b>Check Boxes</b> | <p>Some dialog boxes give you several options. To choose an option, click in the check box next to it. In some cases, the check box may already be checked, indicating that the option or format has been chosen (or is a preset option). You can click OK to use this option or format; or you can click in the box to turn the option "off." Some check boxes may be gray when the dialog box appears. This means that the selection contains more than one format or setting. Clicking OK will not change the format of the selection with reference to gray settings.</p> |



About Microsoft Word



About Microsoft Word displays a dialog box with two kinds of information about Word: the amount of memory used, and help.

The memory information can help you plan your documents. The dialog box shows the total amount of memory available and the percentage of memory used.

The help list box contains topics for which help information is available. Click a topic on the list, then click the Help button. Word displays a window with information about that topic.

If you want to see information on another topic, click the Topics button to see the list of help topics. You can also see the next help topic by clicking the Next button; and you can see the previous help topic by clicking the Previous button.

An alternative to choosing the About Microsoft Word command is to press the Command-? (or Command-/) keys. The mouse pointer changes to a question mark; then choose the command you want information about, or click on the option or feature in a dialog box that you want details on. When you release the mouse button, Word displays the help information on the command or dialog box. If you asked for information about a dialog box, that dialog box stays on the screen, but is not active.

Once the help information appears, you can use the Next, Previous, and Topics buttons as described above.

To cancel help and return to your work, click the Cancel button.

See *Macintosh*, your owner's guide, for a discussion of the desktop accessories listed on the Apple menu.

New

File	
New	⌘N
Open...	⌘O
Close	⌘W
Save	⌘S
Save As...	
Page Setup...	
Print...	⌘P
Print Merge...	
Printer Setup...	
Quit	⌘Q

The New command displays a new, empty document window.

If there is already a document on the screen, Word will lay the new, blank window over the document on the screen. The first window is not erased or replaced; it is below the new window.

If you already have four windows (including splits) open, you will not be able to choose New; it will be dimmed on the menu. Close one of the windows, and then choose New again.



Open

File	
New	⌘N
Open...	⌘O
Close	⌘W
Save	⌘S
Save As...	
Page Setup...	
Print...	⌘P
Print Merge...	
Printer Setup...	
Quit	⌘Q

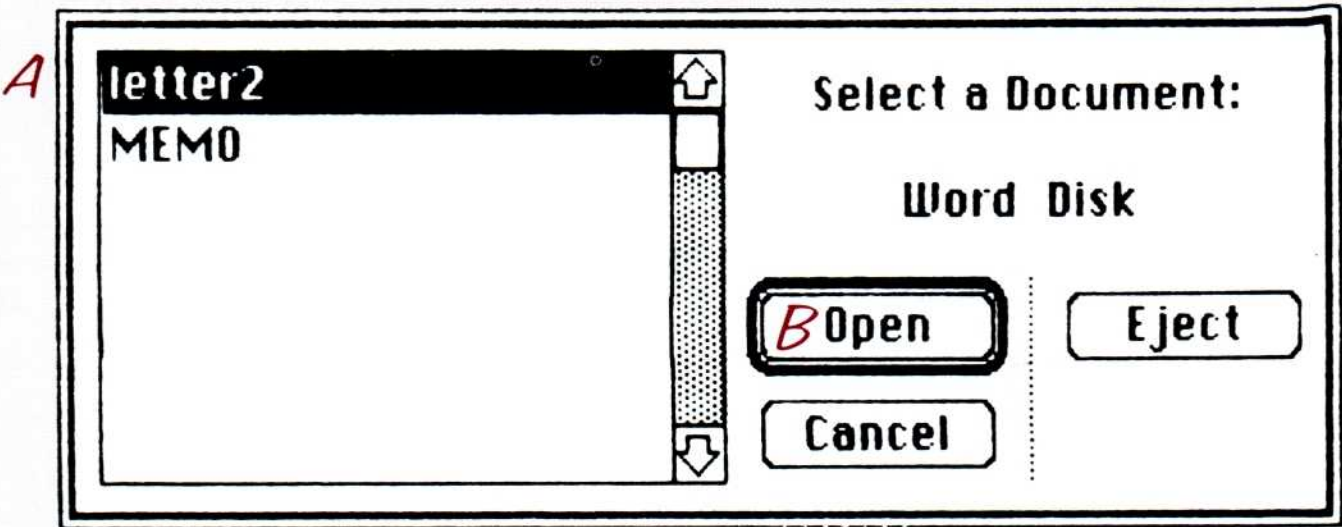
The Open command gets a document from the disk and displays it on the screen.

If there is already a document on the screen, Word will lay the new document window over the document already on the screen.

When you choose the Open command, you will see a dialog box.

- A Click the name of the document you want to open.
- B Then click Open.

OR double-click on the document name.



The list box contains the names of all the Word documents on the disk. It also includes any unformatted ASCII text documents (“text only” documents from Word, File, or Microsoft BASIC, for example). MacWrite formatted documents will also appear in the list box.

The box has scroll bars that become active if there are more documents on the list than can fit in the box.

Use this list box to select the document you want to open. To select a document, click on the document name. Clicking twice selects and opens the document in one step.

If the glossary window is open, choosing the Open command displays the names of the glossaries on the disk (Standard Glossary plus any others you might have saved separately). When you click the Open button, the selected glossary document is added to the glossary that is already in the glossary window.

**Eject** The Eject button ejects the disk from the disk drive. You can insert another disk; Word displays the list box for the documents on the other disk.

**Drive** Click the Drive button to see the documents on the disk in the other drive. This button appears only if you have more than one disk drive.



# Close

File	
New	⌘N
Open...	⌘O
Close	⌘W
Save	⌘S
Save As...	
Page Setup...	
Print...	⌘P
Print Merge...	
Printer Setup...	
Quit	⌘Q

The Close command closes the active document window, any of the special windows, and the desk accessories.

The Close command can be used instead of the close box to make a window disappear.

If you close the only window on the screen, Word will display an empty desktop. The only commands you will be able to use are Quit, and any of the commands that open a window (for example: New, Open, Show Clipboard, or Show Glossary).

If you try to close a window that has unsaved changes in it, you will see this message: "Save changes before closing window?" If you click Yes, the changes will be saved. (If the document is untitled, you will see the Save As dialog box.) If you click No, changes to the window are discarded.

Clicking the Cancel button cancels the Close command, and the window remains open.



Save/Save As

File	
New	⌘N
Open...	⌘O
Close	⌘W
Save	⌘S
Save As...	
Page Setup...	
Print...	⌘P
Print Merge...	
Printer Setup...	
Quit	⌘Q

The Save command saves the current document on disk.

If you are editing a document that has been saved before, you will not see a dialog box or message. The Save command saves the document under the name used the last time it was saved; it overwrites the old version of the document on the disk.

If you choose the Save command to save a new document, you will see the Save As dialog box asking for the document name. Type the name, then click the Save button.

The Save As command displays a dialog box asking for the document name and lists some options. You can save the text without the format, and you can choose to save a backup copy of a document.

*A Type document name here.*      *B Click to save the document.*      *C Click if you want to save to another disk.*

Save Current Document as:

letter3

A

D

Text Only

E

Make Backup

B

Save

Cancel

C

Eject

F

Drive

*D Click to save text only (no formatting).*      *E Click to save a backup copy.*      *F If you have an external drive, clicking the Drive button saves to the external drive.*

Type a name for the document in the text box labeled “Save Current Document as:” The name can be any combination of letters, numbers, and symbols except the colon (:).

If the document already has a name, Word will propose it. Click OK to accept the proposed name, or type a new one to save the document under a different name.

If the name you type has already been used for a different document on the disk, Word will present a dialog box that says: “Overwrite existing document?” Click Yes to replace the document on disk with the current document. Click No to display the dialog box again. You can then type a different name.



After a document is saved, it remains on the screen. You can continue to change it and save it again under another name if you want to keep different versions.

If you choose to save a backup copy of a document, it is named as “Backup of *document name*”. The version that is saved will be the last version you saved. It will not contain editing changes made after you saved.

If you click next to “Text Only,” formatting to your document will not be saved. This option is useful for transferring Word text to other applications.

It is a good idea to save changes to your document often, especially if you are moving or copying text to the document from another application or another document.

If you run out of disk space while saving a document, you may find a document on your disk called “Word Rescue” that contains as much of your document as Word could recover. Your old version of the document on the disk will not be affected. For information about storing documents on your disk efficiently, see “Appendix C, Disk Space and Memory.”



Page Setup

File	
New	⌘N
Open...	⌘O
Close	⌘W
Save	⌘S
Save As...	
Page Setup...	
Print...	⌘P
Print Merge...	
Printer Setup...	
Quit	⌘Q

The Page Setup command controls the appearance of the printed document.

When you choose the Page Setup command, you see the following dialog box:

- A* 8½" wide, 11" high
- B* 8½" wide, 14" high
- C* European standard,  
8¼" wide, 11⅔" high
- D* 8¼" wide, 12" high

Paper: *A* ☒ US Letter *C* ☐ A4 Letter  
*B* ☐ US Legal *D* ☐ International Fanfold

Orientation: *E* ☒ Tall *F* ☐ Tall Adjusted *G* ☐ Wide

Margins:  
Top:  Left:  Gutter:   
Bottom:  Right:

*H* OK  
Cancel

- E* Text prints lengthwise down the page.
- F* Prints pictures in proportion.
- G* Prints across the width of the page—the length of paper is used for the width of the document.
- H* Click OK when you have chosen your formats.

If you are using a printer other than the Imagewriter, this box may look slightly different.

When you change the margins, the new margins are saved with the document. Changes to all other Page Setup options remain set, and will be applied to other documents you print.

**Margins** The left, right, top, and bottom margins determine the amount of space between the edge of the paper and the printed document. The preset margins are one inch at top and bottom, and one and one-fourth inches on the left and right sides. If you wish to change the margins, type a number. Unless you specify otherwise, Word assumes the measurements to be inches. To specify otherwise, type a unit of measure after the number; or use the Preferences command on the Edit menu.

Minimum margins are one-fourth inch on the sides and one-half inch on the top. Your printer may not be able to print this close to the edge of the page, however.



You can specify a margin in tenths of an inch (for example, 1.5 represents one and one-half inches). Or you can specify any unit of measure in points, centimeters, ten pitch, or twelve pitch.

You can also specify a gutter margin to allow extra space for binding. The gutter margin is on the left side of odd pages and the right side of even pages.



Print

File	
New	⌘N
Open...	⌘O
Close	⌘W
Save	⌘S
Save As...	
Page Setup...	
Print...	⌘P
Print Merge...	
Printer Setup...	
Quit	⌘Q

The Print command prints a copy of the current document. The Print dialog box controls these options:

- A High quality print (slow)*
- B Preset option: Screen quality (faster)*
- C Text only, one size, plain text plus bold and underline (fastest)*
- D Prints all pages in document (preset)*
- E & F Click to print part of document —then specify page range.*

Quality: *A* ☐ High *B* ☒ Standard *C* ☐ Draft

Page Range: *D* ☒ All *E* ☐ From:  To: *F*

Copies: *G*

Paper Feed: *H* ☒ Continuous *I* ☐ Cut Sheet

OK

Cancel

- G Specify how many copies to print.*
- I Single sheets of paper*
- H Standard printer paper*

If you use a printer other than the Imagewriter, this dialog box may look slightly different.

Resolution is the number of dots used to form characters on the page. High quality is dense with a large number of dots; it prints slowest. Standard quality is less dense; it prints faster than High quality. Draft quality is least dense; it prints fastest.

If you are using a daisywheel printer, see “Appendix E, Daisywheel Printers.” Also, see below for information on the Printer Setup command.



## Print Merge

File	
New	⌘N
Open...	⌘O
Close	⌘W
Save	⌘S
Save As...	
Page Setup...	
Print...	⌘P
Print Merge...	
Printer Setup...	
Quit	⌘Q

The Print Merge command prints multiple versions of a form document; each version contains variable information. A typical use for this command is to create personalized form letters. The main document, which contains the standard text plus special fields and instructions, is combined with a merge document containing the variable information. Print Merge also lets you print several files as one document.

Main documents can contain fields and instructions. A field is a name for one data item; for example, «address». An instruction tells Word to look for something, or satisfy some condition, when inserting text from a merge document.

A merge document contains data that will be inserted into the main document. The information is inserted in the fields. Each merge document must have a “header record” that names the categories of information, using the same names used in the fields. The header record must be the first data record; all subsequent data records must list information in the same order as the names in the header record. (For example, if your header record contains the two field names “address” and “phone number,” you must always list the information in your merge document in that order: 1928 14th Avenue, 333-9999.)

Each field name in the main document must match a field name in the merge document. Or you can define a field by using a SET or ASK instruction.

Separate information in your merge document with tabs or commas. If you want to include commas or quotes in the information you will insert in the main document, you must surround the field with an extra set of quotation marks. For example, if you wanted to place a comma between city and state in an address, you would type: “*Philadelphia, PA*”.

When you choose the Print Merge command, you see a dialog box that is identical to the Print dialog box. See the Print command for details on the options available.

The following instructions can be inserted into the main document. They are read by Word when the Print Merge command is carried out. The boldface, lowercase words are general categories of text or information; you will replace these with your own prompts, fields, and so on.

Surround each instruction with « » . These special characters are foreign quotation marks—press Option-Backslash (\) to get « , and press Shift-Option-Backslash to get » .

The instructions need not be in any particular order in the main document, except that the DATA instruction must be first.

Use any combination of capital or lowercase letters when you type instructions. (They are shown uppercase in this manual for emphasis.)



### **«ASK field = ?prompt»**

Field is any individual data item. Prompt is any prompt you specify. (The first question mark after the equal sign is required.) This instruction prompts you for the contents of the field when the form document is printed. Example: «ASK *major account* = ?*Is this a major account?*» will cause this prompt to be displayed when the documents are merged: “Is this a major account? Word will wait for your reply.

### **«DATA header document merge document»**

Merge document is the name of the merge document that you want to combine with the main document. For example, «DATA orders» merges data from the merge document “orders.”

You can use a “header” document name in addition to the merge document name in the DATA instruction. To do this, type the header document name immediately after the DATA instruction; for example, in «DATA birthdates employeefile», “birthdates” is the header document. Using a header is helpful if you have a large merge document with many fields and want to use only a few fields in the form document you are printing right now. In the header document, type the field names separated by commas or tabs; press the Return key to end the header document. For the “birthdates” header document in the example above, you might type these fields: name, date of birth

### **«IF field = data»text...«ENDIF»**

This instruction sets up a condition under which the text you specify will be printed if the information in the merge document meets a certain condition. For example, if you want to include a personal note to a particular person in a letter, you could type:

«IF name = “Frank”»Thank you for the bottle of  
wine you sent John and me for Christmas.«ENDIF»

### **«IF field = data»text...«ELSE»text...«ENDIF»**

This instruction specifies a condition under which the first text will be used; if this condition is not met, then the text following «ELSE» is used. «ENDIF» marks the end of the conditional instruction. Field is the name of the field—for example, name. Data is the corresponding information in the merge document. For example, if you wanted to insert a personal note to John Smith in your form letter, you could use this statement:

«IF name = “John Smith”»P.S. See you this weekend.  
«ELSE»Please contact me if you have any questions.«ENDIF»



**«IF field < or > data»text...«ELSE»text...«ENDIF»**

This instruction is used like the previous one, except that you can use a mathematical comparison operator (greater than or less than) instead of an equal sign to specify a condition. For example:

«IF balance > "20000"»If you do not pay the balance within 10 days, your account will be sent to a collection agency. «ELSE»Please contact us as soon as possible to make payment arrangements.«ENDIF»

**«INCLUDE document name»**

This instruction inserts the text of the document named in the instruction into the main document. The text of the second document is inserted at the location where the INCLUDE instruction is encountered. (The number of documents you can include is limited by disk space only.)

**«NEXT»**

This instruction uses the next data record immediately instead of waiting until the next copy is printed. This is useful if you want to print your data out as a list in one document, instead of merging the data into a form letter. For example, you may need to print out a list of all your clients in one document, instead of sending a letter to each one of them.

**«SET field = information»**

Sets a field equal to information that does not vary from copy to copy. For example: «SET date = March 15, 1984» would print the same information (the date) on every copy of a form document.

**«SET field = ?prompt»**

This instruction displays a prompt that you specify whenever the field is encountered. For example: «SET date = ?The date is:» would cause this prompt to be displayed every time the «date» field is encountered: "The date is:" Word will wait for you to type a date.



Printer Setup

File		
New		⌘N
Open...		⌘O
Close		⌘W
Save		⌘S
Save As...		
Page Setup...		
Print...		⌘P
Print Merge...		
Printer Setup...		
Quit		⌘Q

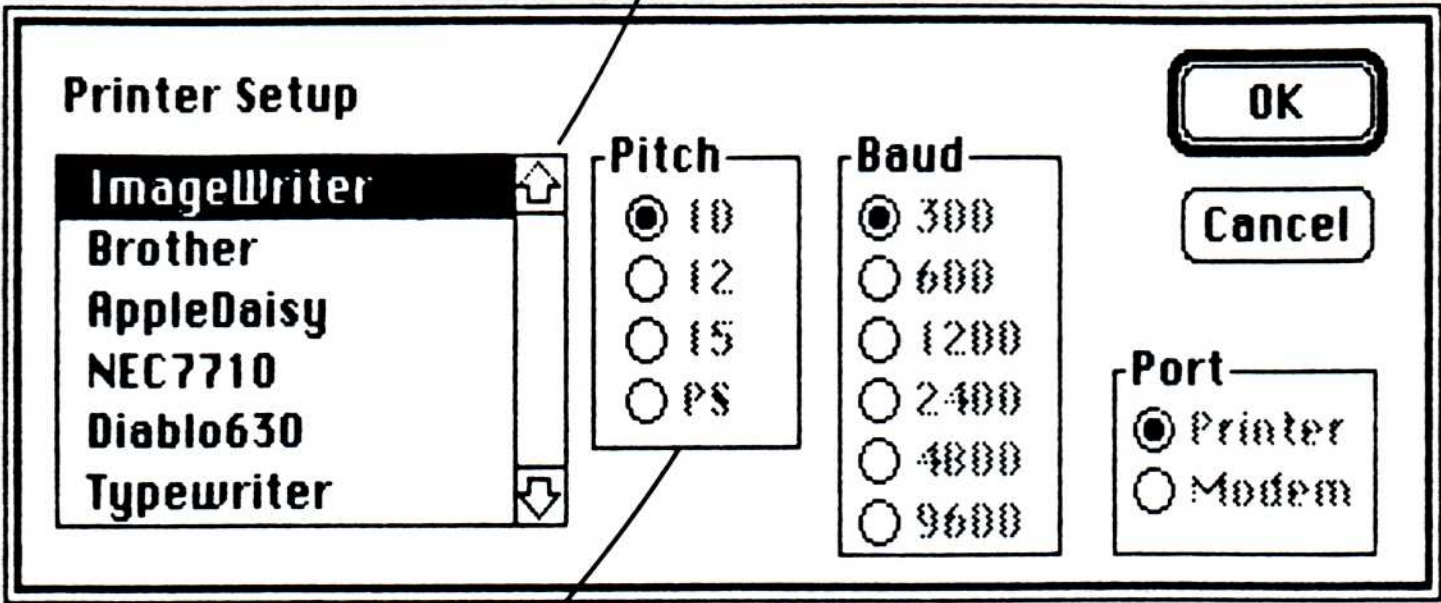
The Printer Setup command indicates to Word which printer your documents will be printed on.

Word will use the printer driver that you last used, or the Apple driver that is on your disk. It is a good idea to remove printer drivers you won't use from your copy of the Word disk.

But if you switch back and forth between two printers (or more), use Printer Setup to tell Word which printer and what sort of print wheel you are using.

When you choose Printer Setup, you see this dialog box.

*Click if you have a daisywheel printer.*



*Choose a pitch to match your print wheel.*

When you print, Word uses the printer you most recently chose, unless you specify otherwise in this dialog box.

Ordinarily, Word displays text as it will appear when you print. If you use a daisywheel printer, your screen will reflect this. See the Preferences command on the Edit menu for more information about the "Display as Printed" option.



## Quit

File	
New	⌘N
Open...	⌘O
Close	⌘W
Save	⌘S
Save As...	
Page Setup...	
Print...	⌘P
Print Merge...	
Printer Setup...	
Quit	⌘Q

The Quit command ends a Word session. If you have made changes to a document without saving, Word will present a box that says: "Save changes before quitting?"

If you click Yes, you will see a prompt for each document: "Save changes to...?" You will be asked about each unsaved document you worked with by name. You will see the Save As dialog box for untitled documents.

If you have several windows on the screen, you will be prompted to save each one individually. The window will move to the top as the prompt for that document is displayed.

The Clipboard is saved when you quit Word, whether you save your document or not. See the Show Clipboard command in this section for information on using the Clipboard.

If you have any unsaved changes to the glossary window, you will see a prompt to save your glossary entries as well.

If your Word disk has been made into a startup disk (with the Macintosh Set Startup command) and the Finder has been removed, the Word disk will be ejected. You will be prompted to insert a disk with a Finder. See "Appendix C, Disk Space and Memory" for information on making your copy of the Word disk into a startup disk.



Undo

Edit		
Undo Copy ⌘Z		
Cut		⌘H
Copy		⌘C
Paste		⌘V
Clear		⌘B
Show Clipboard		
Show Glossary		
<hr/>		
Show Ruler		⌘R
Hide ¶		⌘Y
Preferences...		

The Undo command reverses the last editing or formatting action. You can also undo the Change command on the Search menu. In some cases, Undo puts the previous contents of the Clipboard back in the worksheet. The command that will be reversed appears after Undo on the menu (for example, Undo Paste).

When you are typing in the document, the command on the menu becomes Undo Typing, which discards the information you just entered. If the most recent command cannot be undone, the Undo command becomes Can't Undo, and will be dimmed on the menu.

Once a command has been undone, the Undo command changes on the menu to Redo followed by the name of the reversed command (for example, Redo Typing). Redo stays on the menu until you choose another command. Redo can also be undone.

Cut/Copy

Edit		
Undo Copy		⌘Z
Cut		⌘H
Copy		⌘C
Paste		⌘V
Clear		⌘B
Show Clipboard		
Show Glossary		
<hr/>		
Show Ruler		⌘R
Show ¶		⌘Y
Preferences...		

The Cut command deletes selected text and puts it in the Clipboard, replacing anything that may already be there. Use the Cut command when you want to move text from one part of a document to another, from one document to another document, or from one application to another. You can also use Cut to remove a glossary entry.

The Copy command copies a selection and puts it in the Clipboard.

Both Cut and Copy can be reversed with the Undo command, as long as you don't choose another command before choosing Undo.

Once the selection is cut or copied, you can paste it into an insertion point; or you can paste it into a selection to replace the selection. (A copy of the text remains in the Clipboard until something else replaces it.) See Chapter 6, "Editing With Word" for more information.

If you cut or copy from one part of your document to another part, or from one document to another, formatting will be moved or copied also. But if you move or copy from one application to another, formatting will be lost.



Paste

Edit		
Undo Copy		⌘Z
Cut		⌘H
Copy		⌘C
Paste		⌘V
Clear		⌘B
Show Clipboard		
Show Glossary		
<hr/>		
Show Ruler		⌘R
Show ¶		⌘Y
Preferences...		

The Paste command inserts the contents of the Clipboard into an insertion point or a selection.

If you use Paste to insert into a selection, the selection will be completely replaced by the contents of the Clipboard.

You also use the Paste command to move your glossary entry text into the glossary window. See the Show Glossary command for more information.

Whenever you are pasting text in your document from another document, it is a good idea to save after you paste.



Clear

Edit	
Undo Copy	⌘Z
Cut	⌘H
Copy	⌘C
Paste	⌘V
Clear	⌘B
Show Clipboard	
Show Glossary	
Show Ruler	⌘R
Show ¶	⌘Y
Preferences...	

The Clear command erases the selected text without storing it in the Clipboard. Use the Clear command for deleting text from a document permanently. You cannot use Clear to move or copy.

The erased contents can be retrieved by choosing the Undo command before choosing any other command.



Show Clipboard

Edit	
Undo Copy	⌘Z
Cut	⌘H
Copy	⌘C
Paste	⌘V
Clear	⌘B
Show Clipboard	
Show Glossary	
.....	
Show Ruler	⌘R
Show ¶	⌘Y
Preferences...	

The Show Clipboard command opens the Clipboard window. The Clipboard window shows the text that was most recently cut or copied. You cannot edit the contents of the Clipboard window.

To close the Clipboard window, click its close box or choose the Close command from the File menu.

Use the Clipboard to move copy from one place to another. The Clipboard can be particularly useful for moving copy from one Macintosh application to another.



## Show Glossary

Edit		
Undo Copy	⌘Z	
Cut	⌘H	
Copy	⌘C	
Paste	⌘V	
Clear	⌘B	
Show Clipboard		
Show Glossary		
<hr/>		
Show Ruler	⌘R	
Show ¶	⌘Y	
Preferences...		

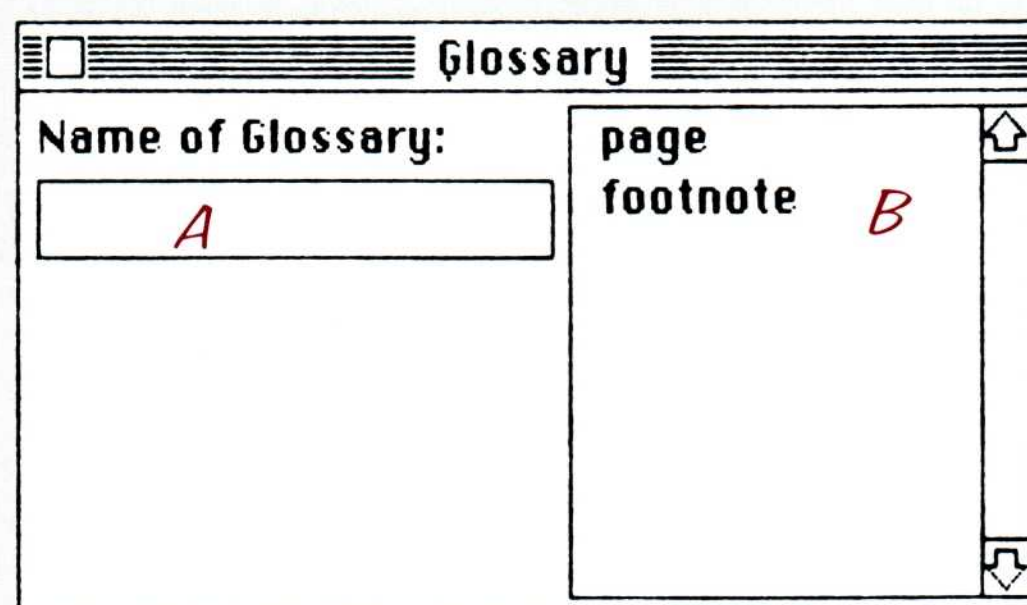
The Show Glossary command opens the glossary window. This is the only way you can open the glossary window; you cannot use the Open command to open the glossary window, nor can you open it from the Finder.

The glossary window is similar to the Scrapbook, except that you can specify individual glossary entries by name, then insert the text that corresponds to the name into a document by pressing the Command-Backspace keys. You can insert this text whenever you want, without opening the glossary window.

The Show Glossary command displays this window:

*A* Type the name of the glossary entry here. You can type up to 64 characters.

*B* List box displays glossary names.



**page** This is a predefined glossary name. When you type *page* and expand it by pressing Command-Backspace, it appears in the document as (*page*). When you print your document, Word replaces (*page*) with the appropriate page number. You can include this glossary name in your running heads to embed page numbers in the running head.

**footnote** This is a predefined glossary name. When you type *footnote* in the footnote window and expand it, the word “footnote” is replaced with the automatic footnote number. Use this glossary to insert a footnote number in the footnote window.

To add entries to the glossary window, type the text in a document and then select it. Then use Cut or Copy to move the text to the Clipboard. Choose the Show Glossary command to open the glossary window, and name the new glossary. Use the Paste command to paste the glossary text into the window from the Clipboard. The text appears below the glossary name. The glossary name appears in the list box. The size of the glossary text is limited only by disk space.



Any character or paragraph formatting applied to the glossary text before you copied or moved it to the Clipboard is kept in the glossary window. These formats are not displayed in the glossary window, but when you expand the glossary entry, the formats appear in the document window. (You may need to turn “off” these formats to continue typing or editing.)

You can also move or copy pictures into the glossary window; they will always appear at the top of the glossary entry text.

To remove entries from the glossary window, open the window and then click the glossary name you want to delete in the list box. Choose the Cut command to delete the glossary name and entry.

To replace the text of a glossary entry, paste new text over the old. You cannot edit text in the glossary window.

Use the Save As command to save your new glossary entries. Usually, you will save your glossary entries in the Standard Glossary document. This is a special document that Word loads automatically. When you are prompted to save, or when you choose Save As, Standard Glossary is the proposed document name. If you want to save your glossary entries in a separate glossary document, type a name when you are prompted to “Save Current Glossary as:”

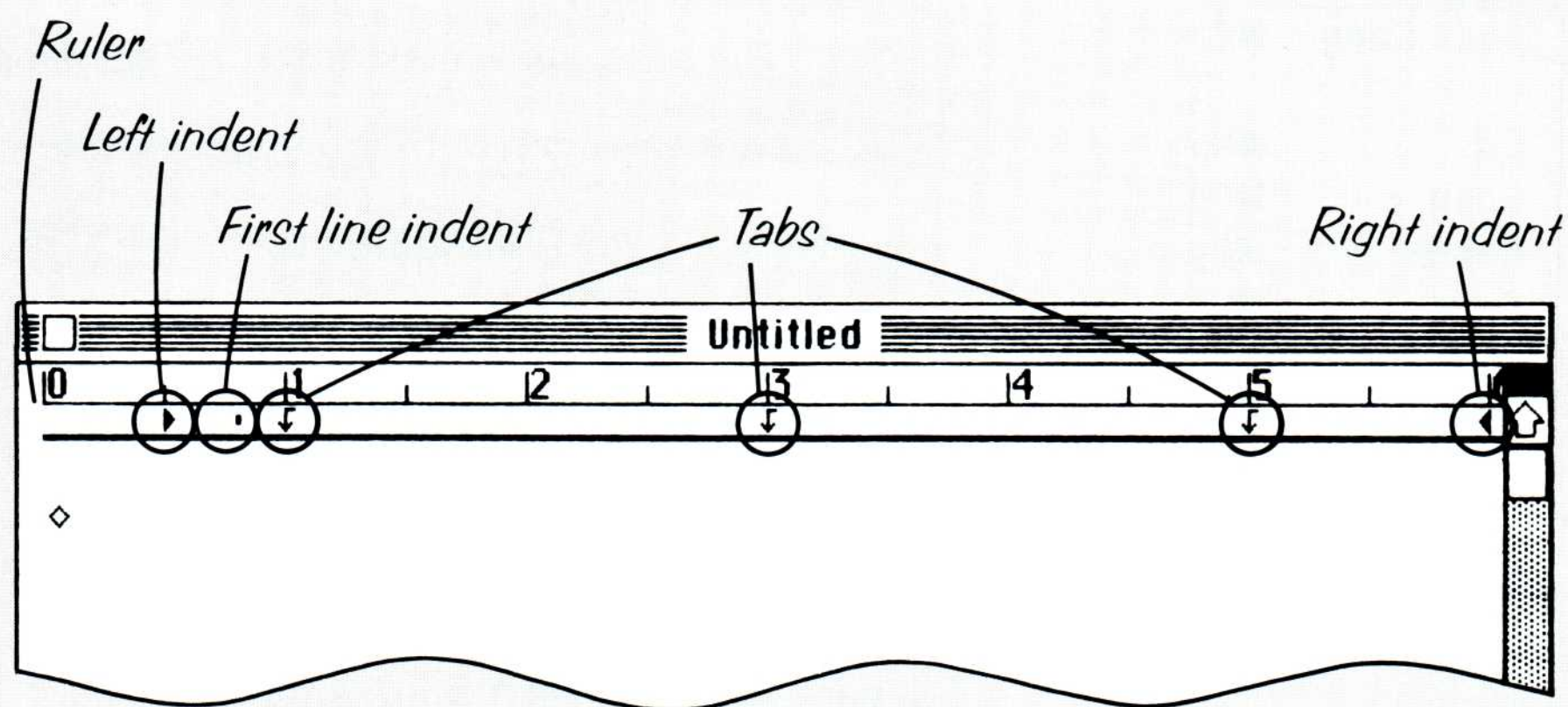
Open a separate glossary (not stored in Standard Glossary) by opening the glossary window, then choosing the Open command. The separate glossary will merge into the glossary that was already loaded into the glossary window (usually Standard Glossary).



## Show Ruler

Edit		
Undo Copy		⌘Z
Cut		⌘H
Copy		⌘C
Paste		⌘V
Clear		⌘B
Show Clipboard		
Show Glossary		
<hr/>		
Show Ruler		⌘R
Show ¶		⌘Y
Preferences...		

The Show Ruler command displays the ruler. Indents and tab stops are shown just below the inch marks.



*You can use this ruler to indent or set tab stops.*

The indents and tab stops reflect the settings for the first selected paragraph or the paragraph containing the insertion point.

You can move indents or insert, delete, or move tab stops on this ruler. You can also use the Paragraph Formats command or the Tabs command to adjust indents and tabs on the ruler. If you make a change on the ruler to indents or tabs, the change will be applied to the entire selection.

When the ruler is on the screen, the command on the menu changes to Hide Ruler. The ruler is calibrated in inches.

To change to another unit of measure, use the Preferences command on the Edit menu.



Show ¶

Edit		
Undo Copy	⌘Z	
Cut	⌘H	
Copy	⌘C	
Paste	⌘V	
Clear	⌘B	
Show Clipboard		
Show Glossary		
<hr/>		
Show Ruler	⌘R	
Show ¶	⌘Y	
Preferences...		

You can look at formatting characters that are normally invisible with this command. The characters that are displayed when you choose the Show ¶ command are:

- ¶ The paragraph mark; insert by pressing the Return key.
- New line; create by pressing Shift-Return.
- . Space; insert by pressing the spacebar.
- Tab; insert by pressing the Tab key.

Fixed-size nonbreaking spaces are displayed as blank spaces (regular spaces appear as dots). Use Command-spacebar to insert a fixed-size space.

These invisible characters can have character formats. The paragraph mark stores paragraph formatting as well.

After you choose Show ¶, the command on the menu changes to Hide ¶. Choose this command to make these characters invisible again.

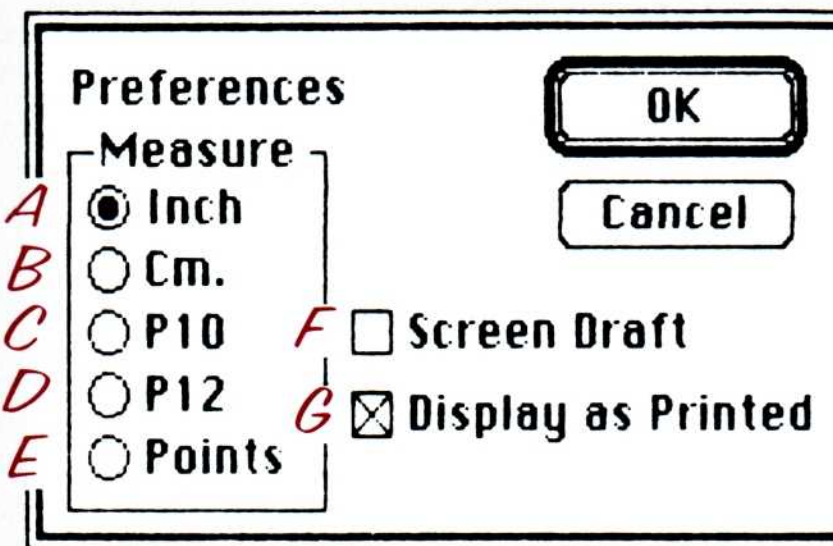


## Preferences

Edit		
Undo Copy		⌘Z
Cut		⌘H
Copy		⌘C
Paste		⌘V
Clear		⌘B
Show Clipboard		
Show Glossary		
<hr/>		
Show Ruler		⌘R
Show ¶		⌘Y
Preferences...		

Use this command to change the preset unit of horizontal measure. Word assumes that all horizontal position measurements that you type in text boxes are inches, unless you specify otherwise. You can specify differently in each individual text box. Or you can choose one of the following options from the Preferences dialog box.

- A* Preset measure
- B* Centimeters
- C* 10 pitch
- D* 12 pitch
- E* (1/72 inch)



*F* Click to make Word run faster if you are using several fonts. This results in lower quality display.

*G* Click to disable printer quality screen. You may see formats that are unavailable for your printer.

Word uses lines as the vertical unit of measure within a paragraph. Word adjusts spacing between lines automatically. If you want to specify a fixed line height, use the Formats command (Paragraph menu).

If you change the preset unit of measure with this command, the unit of measure in Page Setup, Formats (Paragraph), Tabs, and Division Layout will be changed. Settings you change with Preferences are not saved with the document. Word saves the Preferences settings from one session to the next, and applies the settings to all documents.

The "Screen Draft" option makes the Word program run faster. You will not see a print quality screen in the document window. In particular, characters displayed in font sizes larger than 12 points will look ragged. The quality of printing will not be affected. Use this option when you are editing a document with several fonts and font sizes.



The “Display as Printed” option displays text on the screen as it will appear when you print. This is the preset option. This means that the appearance of your screen may vary, depending on which printer(s) you are using. This option is especially useful for previewing line breaks. You can click to turn this option off if you want to see fonts or sizes that your printer doesn’t use, or to make your display more legible.

The “Display as Printed” and “Screen Draft” options do not affect each other.



## Find

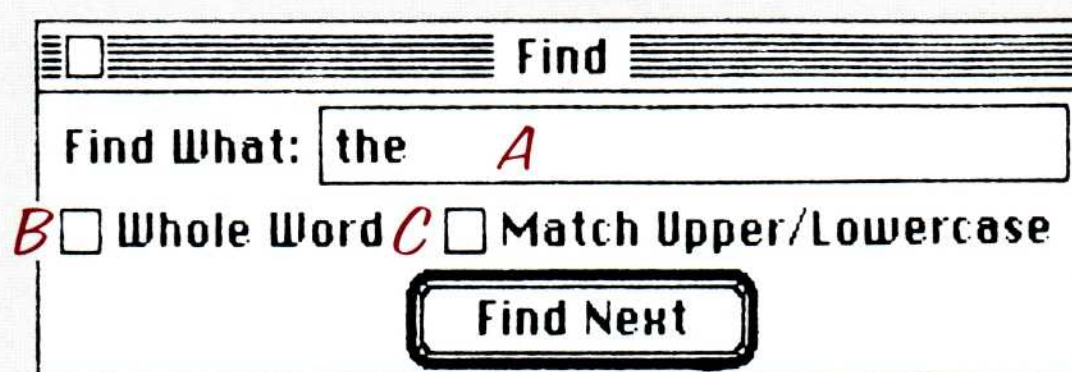
Search	
Find...	⌘F
Change...	⌘H
Go To...	⌘G

Use the Find command to search for text in a document. You can specify any text you wish—a character, a word, or paragraph up to 255 characters. You can use the “wild card” character ? (question mark) also. Word finds and selects the first occurrence, then scrolls to the next occurrence when you click the Find Next button.

When you choose the Find command, you see this window. You can move and close this window just as you would any other.

*A Type the search text here. You can type up to 255 characters—the text will scroll to the left as you type.*

*B Click to select distinct words only—not text embedded within other text.*



*C Click to find only the arrangement of caps/lowercase typed in the “Find What:” box.*

When you click the Find Next button, the search starts at the insertion point. If you have a selection, the search starts at the end of the selection. The search continues to the end of the document. Then Word goes back to the beginning of the document and continues finding text until it comes back to the point you started at.



**Find Next** Click this button to continue finding after each occurrence of the text is selected.

You can cancel the search at any time by pressing Command-.(period).

If the text is not in the document, you will see the message: “Search text not found.” You will see the message “Search complete” when Word gets back to the insertion point.

You can also search for special characters. Use the key sequences in the table below to search for these characters:

***Type...      To search for:***

<b><i>^w</i></b>	white space
<b><i>^s</i></b>	fixed-size nonbreaking space
<b><i>^t</i></b>	tab
<b><i>^p</i></b>	paragraph
<b><i>^n</i></b>	new line
<b><i>^-</i></b>	optional hyphen
<b><i>^d</i></b>	division mark



## Change

Search	
Find...	⌘F
Change...	⌘H
Go To...	⌘G

The Change command can be used to find and change text selectively; or to replace all occurrences of the search text. You can specify any text you wish—characters, words, even paragraphs. You can also change all occurrences of text within a selection.

See the Find command for information on wild card characters and for details on searching for special characters.

When you choose the Change command, the Change window appears on the screen.

*A Type the text that you want to find.*

*B Type the replacement text.*

*Press the Tab key to go back and forth between text boxes.*

*If you leave this box blank, the search text will be deleted.*

*C Click to find and change those occurrences that are distinct words only.*

*(Otherwise, Word finds and changes search text when it occurs within a word—e.g., is within display.)*

*D Click to find only the arrangement of upper- or lowercase you specify.*

*(Otherwise, Word ignores capitalization when searching for characters.)*

If you leave the “Change To:” box blank, the search text will be deleted.

Word starts the search at the insertion point. It continues to the end of the document, then goes back to the beginning of the document and continues until it reaches the insertion point again.

If there is a selection in the document window, Word finds and changes within the selection only. The Change All button reads Change Selection.



**Find Next** Click this button to start a search; or to go to the next occurrence of the text without changing.

**Change, then Find** Click this button to change the selected text and then go to the next occurrence of the search text. Word selects the next occurrence without changing it.

**Change** Click this button to change the selection only.

**Change All** Click this button to change all occurrences of the search text in the document.

**Change Selection** If there is a selection in the document window when you choose the Change command, the Change Selection button appears instead of Change All. Clicking this button changes all occurrences of the search text within the selection only. Word stops the search at the last character of the selection.

As you find and change text, Word scrolls to the next occurrence of the text automatically.

If you are changing all occurrences of the text, the document will not scroll, and the entire document will be selected.

You can cancel the search at any time by pressing Command-.(period).

You can also reverse any changes you make with this command with the Undo command on the Edit menu.

If the text is not in the document, you will see the message: "Search text not found." You see the message "Search complete" when Word completes the search and comes back to the insertion point.



## Go To

Search	
Find...	⌘F
Change...	⌘H
Go To...	⌘G

Use the Go To command to go to the page number you specify. This command can be used in any document that has been printed or repaginated.

*Type the page number you want to go to . . .*

Go To

Page Number: 1

OK

Cancel

*. . . then click OK.*

When you click OK, Word goes to the page you specify in the text box. The first word on the page is selected.

If you type a number greater than the number of the last page, you will go to the last page in the document.



**Plain text/Bold/  
Italic/Underline/  
Outline/Shadow/  
Small Caps/  
Superscript/  
Subscript**

Character
Plain text
<b>Bold</b>
<i>Italic</i>
<u>Underline</u>
Outline
Shadow
Small Caps
Superscript
Subscript
Formats... ⌘D

These Character menu commands are used to format characters. Character formats are saved with the text when you save a document. They are also kept when you copy or move formatted characters into unformatted text or text that is formatted differently.

When you want to change the format of the selected text, you can choose the appropriate command from the Character menu. A check appears on the menu next to the command that is in effect. (This does not occur if the selected text has two or more character formats; in this case, no check appears.)

If you choose a command that is already checked, this reverses the effect of that command and removes the character format.

If you want to assign a more complex design, or change font and size, choose the Formats command on the character menu.

Plain Text removes all character formatting except font and font size changes from your text.

The Bold command changes the selected text to boldface.

The Italic command changes the selected text to italic.

The Underline command underlines the selected text.

The Outline command reverses characters to display white characters outlined in black.

The Shadow command reverses characters to display white characters with a heavy three-dimensional outline.

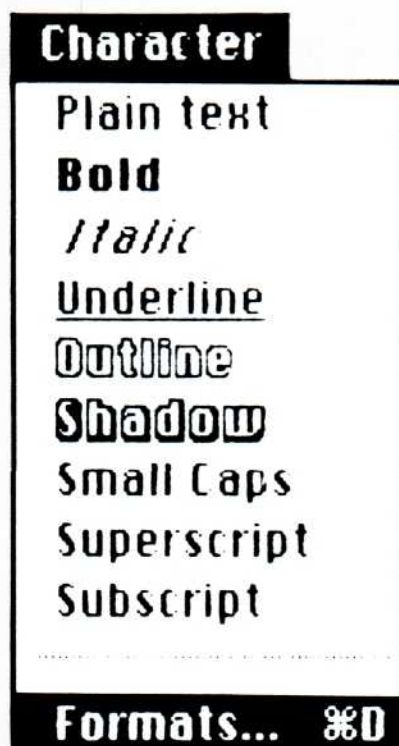
The Small Caps command displays selected text in smaller size capital letters.

The Superscript command raises the selected characters above the baseline of the text. The superscript appears in a smaller size.

The Subscript command lowers the selected characters below the baseline. The subscript appears in a smaller size.



## Formats

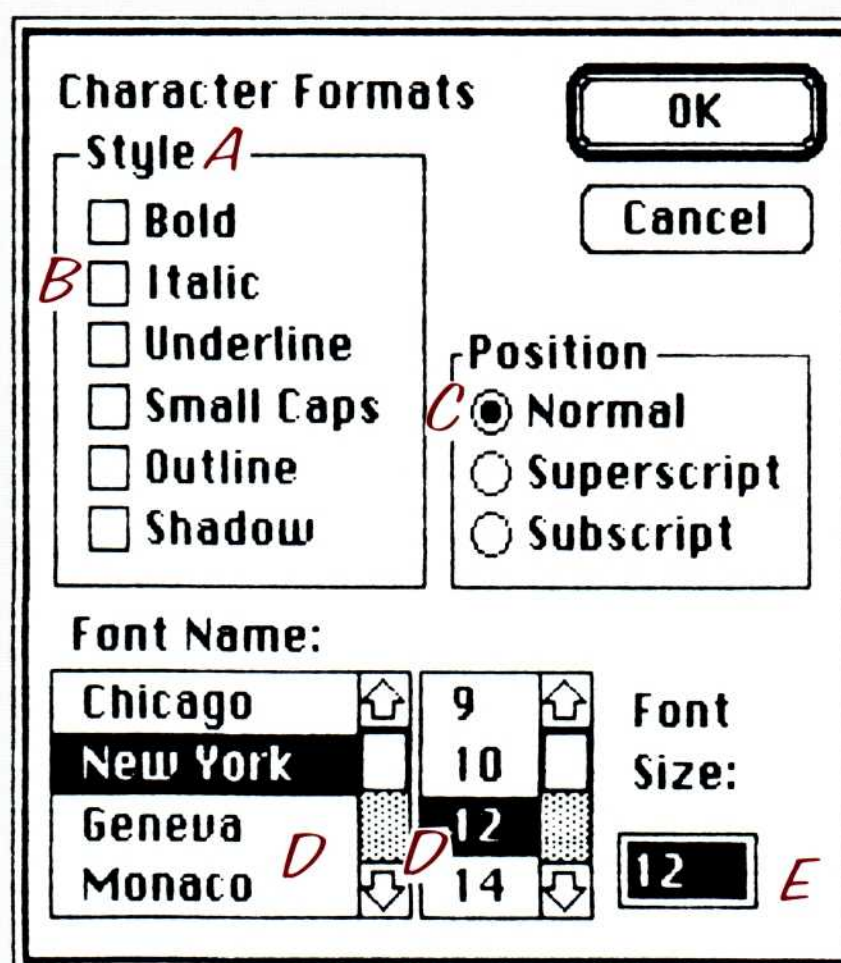


The Formats command controls all aspects of character design. If you want to quickly assign one format to text, you can use the menu item. But if you want to assign several types of character design to one selection—for example, to make text bold, italic, and underlined—you would use the Formats command. You also use this command to change font and font size.

It is also a good idea to use this command to remove character formats if you don't want to go back to plain text.

When you choose the Formats command, you see this dialog box:

- A Click on name to go between "Yes" and "No."*  
*B Click to change these character styles.*  
*C Click to position characters.*



- D Scroll to see fonts and sizes. Click to choose a font or size.*  
*E Type a font size here.*

At the top of the box are buttons for character formats. These correspond to the menu commands. Click the formats on or off.

Below the buttons is a list box containing the fonts available with the Word master disk. (The fonts may vary, according to which version of the Macintosh system you have.) Some of these fonts are:



<i>Font</i>	<i>Description</i>
Chicago	System font
New York	Roman (serif)
Geneva	Sans-serif
Monaco	Monospace
Dover 8	Daisywheel 15-pitch
Dover 10	Daisywheel 12-pitch
Dover 12	Daisywheel 10-pitch
Dover PS	Daisywheel proportional

Your disk may contain additional fonts for daisywheel printers as well. The fonts and sizes are in the System folder on the Word disk. You can use the Font Mover utility to add or remove fonts.

When you choose a font from the list box, the list of sizes at the right side of the box is updated to show which sizes are available for this font. You can choose a font from this list. To the right of the list box is another text box labelled "Font Size:". You can also specify any size in this box. If you specify a size that is not available for a particular font, Word will scale one of the available sizes to correspond to the requested font size. (The results may look ragged.)

The Formats dialog box reflects the character formats that are in effect for the selected text. However, if you have two or more formats in the selection, the check boxes will be gray. The character styles of the selected text will not be affected when you click OK, unless you click the styles on or off.



# **Normal/Left/Centered/ Right/Justified/ Single Space/Double Space/Open Space**

Paragraph	
Normal	
Left	
Centered	
Right	
Justified	
Single Space	
Double Space	
Open Space	
Formats...	
Tabs...	⌘T

The Paragraph menu commands control the arrangement of lines and paragraphs on the page. These commands affect the paragraphs that contains the selection or the insertion point.

You specify paragraph breaks by pressing the Return key. You can see the paragraph mark by choosing the Show ¶ command from the Edit menu.

You can format paragraphs two ways: by choosing the commands from the menu, or by using the Formats command. You choose the Formats command when you want to assign more than one paragraph format at a time.

The Normal command sets all paragraph formats to the preset alignment and spacing. It does not affect tabs. The “normal” format is aligned left, unjustified, and single spaced.

The Left command aligns text in the selected paragraph flush left on the margin.

The Centered command centers the selected text in the text area.

The Right command aligns text in the selected paragraph flush right on the margin.

The Justified command justifies the paragraph—that is, it fills in the spaces between words to align the selected paragraph on the left and right margins.

The Single Space command sets the line spacing to single spacing—that is, no extra space between lines. If the line includes different font sizes, the height of the line will vary to accommodate the tallest character in the line. To set fixed spacing, see the Formats command (Paragraph menu).

The Double Space command adds extra space between each line of the selected paragraph. The line spacing is fixed at three lines per inch.

The Open Space command adds an extra line space before the paragraph.



Formats

Paragraph	
Normal	
Left	
Centered	
Right	
Justified	
Single Space	
Double Space	
Open Space	
Formats...	
Tabs...	⌘T

Use the Formats command when you want to change several aspects of paragraph format at once.

When you choose the Formats command, the ruler appears at the top of the current document window, and you see the dialog box on the opposite page.

The left and right indent markers are the triangles at either end of the ruler. The first indent marker is the small square—you usually can’t see it until you move the triangular marker away from it.

You can indent or change indentation by dragging the indent markers with the mouse. Clicking in the ruler inserts a tab marker (see the Tabs command for more information).

Word adjusts line spacing automatically for you; the “Line Spacing:” text box contains the word “auto.” Line spacing is usually the same throughout the document. But if you want to insert a word 18 points high in a line of text, Word will adjust the line spacing for you.

If you want to specify the line spacing, simply type a number (and unit) in the “Line Spacing:” text box, and Word will not adjust line spacing for you. You can also specify spacing before and after a paragraph with the “Space Before:” and “Space After:” text boxes.

Word automatically avoids “widow” and “orphan” lines when printing; you can also use the “Keep lines together” option when you have two or more lines in a paragraph that need to remain together on a page. For example, if Word reaches the end of the page, and you have assigned this option to a paragraph that would have been split, then the entire paragraph will be moved to the next page.

Use the “Keep with next ¶” option when you have two or more paragraphs that should be kept together on a page—for example, a table with text explaining it.

Your changes take effect when you click the OK button. If you click Cancel, changes to the ruler will be cancelled as well as changes in the dialog box.

If your selection includes paragraphs with different formats, the dialog box will not reflect any formatting; the text boxes will be blank.



- A* Type a number to indent paragraph from left margin.  
*B* Type a number to indent first line of a paragraph.  
*C* Type a number to indent text from right margin.

Paragraph Formats			
Left Indent:	0" <i>A</i>	Line Spacing:	auto <i>D</i>
First Line:	0" <i>B</i>	Space Before:	0 li <i>E</i>
Right Indent:	0" <i>C</i>	Space After:	0 li <i>F</i>
<input checked="" type="radio"/> Left <input type="radio"/> Right <input type="radio"/> Centered <input type="radio"/> Justified		<input type="checkbox"/> Keep with next ¶ <input type="checkbox"/> Keep lines together	
		<input type="button" value="OK"/> <input type="button" value="Cancel"/>	

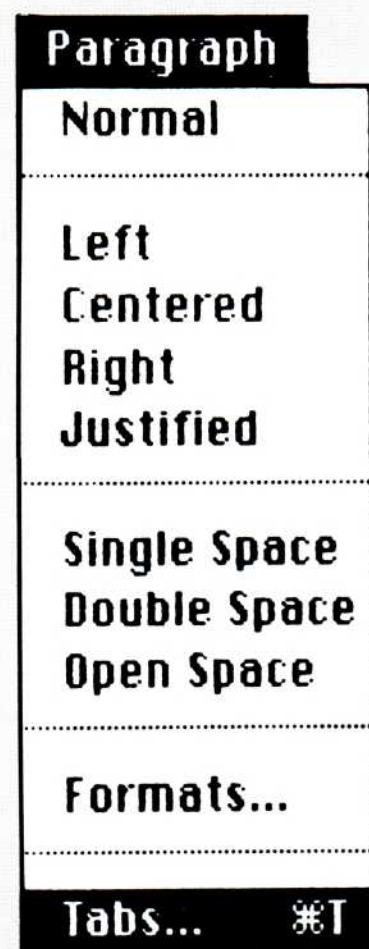
- D* Word adjusts line spacing automatically, as the preset option. Type a number to set a fixed line height.  
*E* Type a number to insert extra space above a paragraph.  
*F* Type a number to insert extra space below a paragraph.

Paragraph Formats			
Left Indent:	0.5"	Line Spacing:	auto
First Line:	1.0"	Space Before:	0 li
Right Indent:	0	Space After:	0 li
<i>G</i> <input type="radio"/> Left <i>I</i> <input type="radio"/> Right <i>H</i> <input type="radio"/> Centered <i>J</i> <input checked="" type="radio"/> Justified		<i>K</i> <input checked="" type="checkbox"/> Keep with next ¶ <i>L</i> <input checked="" type="checkbox"/> Keep lines together	
		<input type="button" value="OK"/> <input type="button" value="Cancel"/>	

- G* Paragraph aligns flush left.  
*H* Paragraph is centered.  
*I* Paragraph aligns flush right.  
*J* Paragraph aligns on left and right.  
*K* Keeps two or more paragraphs together on a page.  
*L* Keeps lines in a paragraph together on a page.



## Tabs

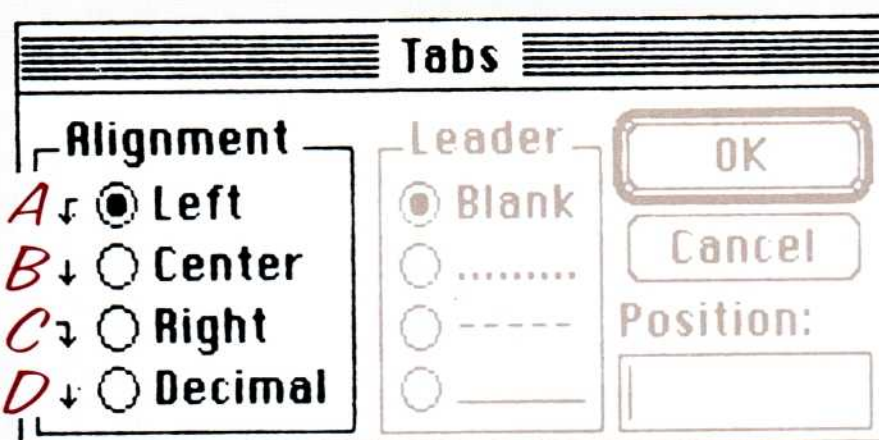


Use the Tabs command to align text on tabs. Tabs apply to the selected paragraphs. You can have several different tab settings for a document (or different tab settings for each paragraph, if you like).

When you choose the Tabs command from the Paragraph menu, the ruler will appear at the top of the screen, and you see this dialog box.

*A Text aligns flush left on tab stops.*

*B Text is centered on tab stops.*



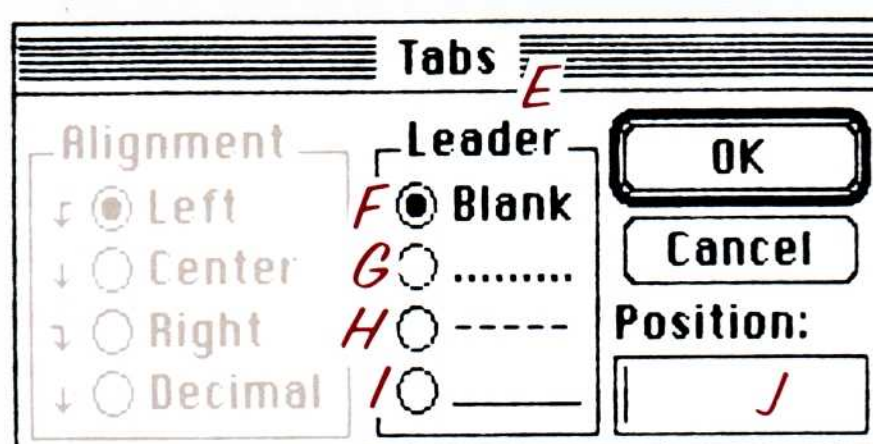
*C Text aligns flush right on tab stops.*

*D Decimal points align on tab stops.*

*E A "leader" character fills the space between tab stops.*

*F Blank space between tabs*

*G Line of periods between tabs*



*H Hyphens between tabs*

*I Solid line between tabs*

*J Type a number (and unit, if you wish) to specify tab position. Changes on the ruler are reflected here as well.*



You can choose the sort of tab you want: left aligned, right aligned, centered on the column, or aligned on the decimal point. You can also choose the kind of leader character you want to fill the space between tabs. You can change the leader character or alignment for tab stops within a paragraph if you want—for example, within a line of text you could align some tabs flush left and others on the decimal point.

The ruler shows about six inches of text. Indents and tab stops appear just below the measurements on the ruler. Indents are preset to zero, and tab stops are preset at every half-inch. You do not see the preset tabs on the ruler.

Click with the mouse on the positions where you want to set tab stops. The sort of tab inserted depends on your choices in the Tabs dialog box. To set the tabs, click the OK button. If you click Cancel, your changes are cancelled and the tabs go back to the previous settings.

If you want to use a unit of measure other than inches, type the position plus a unit of measure in the “Position:” text box, then click OK. You need to repeat this for each tab you want to set. You can also use the Preferences command to change all units of measure.

You can see tab stops on the ruler when you choose the Show Ruler command from the Edit menu. You can also set tab stops by choosing the Show Ruler command, then clicking and dragging the tabs with the mouse. To move tabs, click and drag the tab stops to the new position. To delete tabs, click and drag the tab stops off the ruler.

Indents also appear on the ruler. Use the Formats command on the Paragraph menu to set indents; or drag them with the mouse while you are using the Tabs command.



Division Layout

Document	
Division Layout...	
Footnote...	⌘E
Running Head...	
Repaginate	⌘J

The Division Layout command controls pagination; positions of page numbers, running heads, and footnotes; how many columns appear on the page; and how the division will break pages. When you create a division within your document, use the Division Layout command to specify how the page layout for the new division will vary from the layout for previous pages.

When you choose the Division Layout command, you see the dialog box illustrated on these pages.

Press the Command-Enter keys to insert a division mark; the division mark ends the old division format. If you choose the Division Layout command and your document contains no division marks, Word will insert a division mark at the end of the document when you click OK. Word stores division information with the division mark. You can move or copy the division mark just as you would any other character.

See the Footnote command for information on creating footnotes.

See the Running Head command to create a running head and specify where it will appear in relation to the document text.

See the Page Setup command for information on setting page margins.

Division Layout

Break

☐ Continuous

☐ Column

☒ Page

☐ Odd

☐ Even

Page Number Format

☒ Numeric

☐ Roman (upper)

☐ Roman (lower)

☐ Alphabetic (upper)

☐ Alphabetic (lower)

Footnotes Appear

☒ On Same Page

☐ At End of Division

A☐ Auto Page Numbering:

From Top:

B0.75"

From Left:

C7.25"

Start Page Numbers At:

D

Running Head Position:

From Top:

E0.75"

From Bottom:

F0.75"

Number of Columns:

G1

Column Spacing:

H0.5"

OK

Cancel

A Click for automatic page numbers.

B & C Specify page number position from top and left.

D Type a page number that will start division.

E & F Specify a number and unit for position from edge of page.

G & H Number of columns on page and amount of space between them.

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- I* New division format doesn't start until beginning of next page after the division break.
- J* Division break causes a new column to be started, with new division format.
- K* Usually, Word starts a new page at division break.
- L* New division starts on next odd-numbered page.
- M* New division starts on next even-numbered page.

**Division Layout**

**Break**

*I* ☐ Continuous

*J* ☐ Column

*K* ☒ Page

*L* ☐ Odd

*M* ☐ Even

**Page Number Format**

*N* ☒ Numeric

*O* ☐ Roman (upper)

*P* ☐ Roman (lower)

*Q* ☐ Alphabetic (upper)

*R* ☐ Alphabetic (lower)

**Footnotes Appear**

☒ On Same Page

*S* ☐ At End of Division

☒ **Auto Page Numbering:**

From Top:

From Left:

Start Page Numbers At:

**Running Head Position:**

From Top:

From Bottom:

Number of Columns:

Column Spacing:

**OK**

**Cancel**

*N* 1,2,3,4...

*O* I,II,III,IV...

*P* i,ii,iii,iv...

*Q* A,B,C,D...

*R* a,b,c,d...

*S* Click to place footnote at end of document or division.

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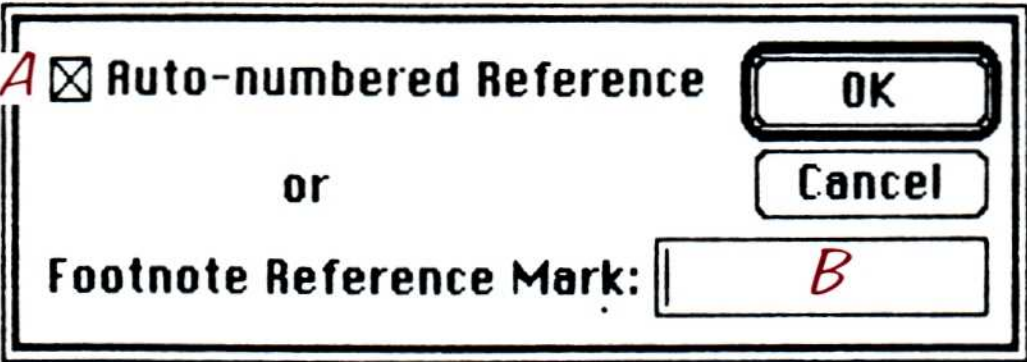
Footnote

Document
Division Layout...
Footnote... ⌘E
Running Head...
Repaginate ⌘J

Use the Footnote command to create a footnote, open the footnote window, and specify whether you want automatically numbered footnotes.

To create a footnote, first select an insertion point in the document text that you want to reference. Then choose the Footnote command. You will see this dialog box.

*A Word automatically numbers footnotes for you . . .*



*B . . . but if you don't want automatic numbers, type a reference mark here.*

Word creates automatically numbered footnotes, or you can type the footnote reference mark (up to ten characters long) in the text box. Your number or reference mark appears in the document text. It is superscripted and in a smaller font.

At the same time, the footnote window opens and the same number or reference mark appears there. Type the footnote text. There is no limit to the size of the footnote text.

You can also open the footnote window without creating a new footnote. Press the Shift key while clicking and dragging the split bar down. When you release the mouse button, the footnote window will open. To close the window, click and drag the split bar to the bottom of the window.

To delete a footnote, delete the reference mark in the document text. If you have automatically numbered footnotes, the numbers around the deleted footnote will adjust automatically. You cannot delete the footnote completely by deleting the text in the footnote window—you will not be able to delete the last paragraph mark of the footnote text.



If you already have four windows (including special windows and split windows) on the screen, the footnote window will not appear. However, your footnote will still be created.

You can also expand and contract the footnote window using the mouse and the split bar.

If you change the format of the number or reference mark in the document text, this change will not be reflected in the footnote window.



Running Head

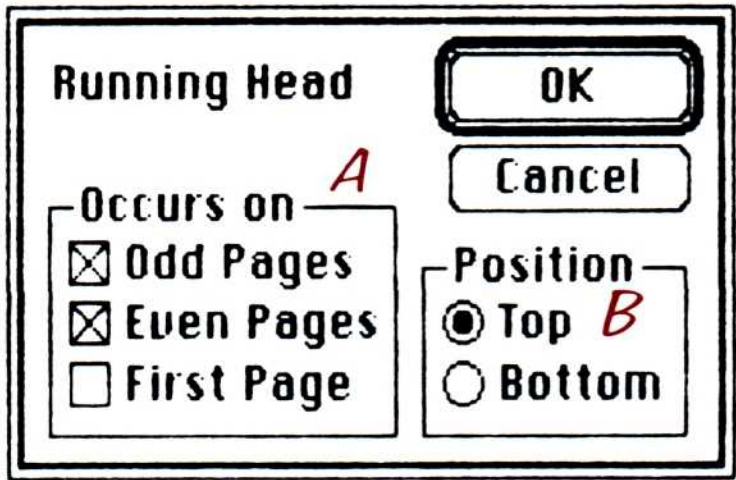
Document	
Division Layout...	
Footnote...	⌘E
Running Head...	
Repaginate	⌘J

Use the Running Head command to create running heads (“headers” and “footers”) and to specify where you want them to appear in relation to the document text. The running head can have any format you like.

To specify where running heads will appear in relation to the top and bottom of the page, use the Division Layout command. To specify a position from the left and right edges of the page, use the Formats command on the Paragraph menu to indent running heads just as you would any other paragraph. Note that the ruler shows the position of the running head in relation to the edge of the paper, not to the margins. (Changing the margins has no effect on running heads.)

To create a running head, select the running head text in the document or type the running head text. The running head should be a separate paragraph; it ends with the paragraph mark, and can be formatted like any other paragraph. Then choose the Running Head command from the Document menu. You see this dialog box.

*A Running heads can appear on even, odd, or first pages —or on all pages.*



*B You can have running heads at the top or bottom of the page.*

Specify whether you want running heads to appear at the top or bottom of the page. Also specify whether you want them to appear on odd and even pages, and on the first page of the document or division. The preset options are running heads at the top of odd and even pages, except for the first page.



To print running heads at the top and bottom of a page, type the text as two separate paragraphs; then specify the positions separately, placing one at the top of page, and one at the bottom. If you specify a running head to appear on the first page, then the running head text must be at the top of the first page of the document or division.

When you make a paragraph into a running head, it will no longer be printed in the body of the text. It will appear only in the specified position for the running head. Word displays running heads with a « in the left border of the window.

To change a running head back into normal text, choose the Running Head command, and specify that the running head appear in none of the available positions.



### Repaginate

Use the Repaginate command to see how editing changes made since printing will affect page breaks. You can also use Repaginate to see where page breaks will occur in an unprinted document.

The Repaginate command does not affect page breaks that you insert by pressing Shift-Enter. These pages remain the same; those around them may be adjusted.

When you choose the Repaginate command, the page break symbols in your document—the equal signs in the left margin—are adjusted to reflect the new pagination. Page breaks are stored with your document.



# Appendix A

## Key Sequences

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You may prefer to use the keyboard to perform a task—for example, to format as you type. With Word, you can use key sequences as well as the mouse for word processing tasks.

### Commands

You can choose these commands by pressing Command key sequences instead of choosing from the menu.

<i>To choose...</i>	<i>Press:</i>	<i>To choose...</i>	<i>Press:</i>
New	Command-N	Clear	Command-B
Open	Command-O	Show Ruler	Command-R
Close	Command-W	Show ¶	Command-Y
Save	Command-S	Find	Command-F
Print	Command-P	Change	Command-H
Quit	Command-Q	Go To	Command-G
Undo	Command-Z	Formats (character)	Command-D
Cut	Command-X	Tabs	Command-T
Copy	Command-C	Footnote	Command-E
Paste	Command-V	Repaginate	Command-J



Editing Keys

You can use the following editing key sequences as you type:

<i>To insert...</i>	<i>Press:</i>
Nonbreaking fixed space	Command-spacebar
Page break	Shift-Enter
New line	Shift-Return
Optional hyphen	Command-hyphen
Expanded glossary name	Command-Backspace
New division	Command-Enter
Leading “merge print” quote	Option-Backslash
Trailing “merge print” quote	Shift-Option-Backslash
Again key (Repeats your last action)	Command-A



## Character Formats

You can format characters by pressing these key sequences as you type:

<i><b>For this format...</b></i>	<i><b>Press:</b></i>
Boldface	Command-Shift-B
Italic	Command-Shift-I
Underline	Command-Shift-U
Shadow	Command-Shift-S
Outline	Command-Shift-D
Superscript	Command-Shift- =
Subscript	Command-Shift-hyphen
Small caps	Command-Shift-K
Decrease font size	Command-Shift- <
Increase font size	Command-Shift- >
Font change	Command-Shift-E- <i>number</i>
Erase character formats (except font)	Command-Shift-spacebar

Fonts available on the Word master disk may vary. The numbers for the fonts may include the following:

- 0 = Chicago
- 1 = New York
- 2 = Geneva
- 3 = Monaco
- 4 = Dover
- 5 = Dover PS



Paragraph Formats

You can format paragraphs by pressing these keys as you type:

<i>For this format:</i>	<i>Press:</i>
Erase paragraph formats (normal)	Command-Shift-P*
Left aligned	Command-Shift-L
Right aligned	Command-Shift-R
Centered	Command-Shift-C
Justified	Command-Shift-J
Open spacing	Command-Shift-O
Indent first line .5"	Command-Shift-F
Nest paragraph .5"	Command-Shift-N
Unnest paragraph	Command-Shift-M
Hanging indent	Command-Shift-T

\*If you select a picture, pressing Command-Shift-P restores the picture to its unscaled size.

Mouse and Key Combinations

<i>To...</i>	<i>Press:</i>
Copy selection	Option + click
Move selection	Option-Shift + click
Copy format to selection	Option-Command + click



# Appendix B

## Preset Options

---

Word uses some standard preset formats for documents. In most cases, these settings will be fine for your documents. Changes to character, paragraph, document formats, and margins are saved with your document.

### Page Setup

Margins	Top = 1 inch Bottom = 1 inch Left = 1.25 inch Right = 1.25 inch
Paper	US Letter 8 1/2" x 11" Printed lengthwise

### Paragraphs

Indents	None
Spacing	Single Automatically adjusted
Alignment	Left
Tabs	Left aligned every .5" Blank leader

### Printing

Quality	Standard
Pages	All
Paper Feed	Continuous
Copies	One



Document

Page Numbers	Automatic numbering Numeric, continuous From top = .75" From left = 7.25"
Running Heads	At top All pages except first From top = .75" From sides = .5" minimum
Columns	One
Footnotes	Same page, automatic numbering
Division	Breaks page

Other Settings

Character Format	New York 12 point plain text
Find and Change	Matches upper/lowercase.  Finds embedded text.  Searches from insertion point to end of document, then from beginning back to insertion point.
Measures	Unit = inches (Preferences command)
Display	As printed (Preferences command)
Save	Formatting saved, no backup



# Appendix C

## Disk Space and Memory

---

When you receive your Word master disk, there will be little extra space on the disk for your work.

The Word master disk includes the following documents and folders:

- The Word application
- The Macintosh System Folder
- The Printer Folder, which contains printer drivers supported by Word
- Standard Glossary
- The Word Document Folder, which contains sample documents
- Word Help, which contains help information about Word

If you have an external drive, you can store documents on a disk in the other drive. If you have one disk drive, you may need to move or delete some documents from your copy of the Word disk.

You should never alter the Word master disk. You can make some changes to your copies of the Word disk to create more space on your disk.

You should leave at least 10K free space on your copy of the Word disk. As you work, Word builds temporary documents on the disk for storing changes, and needs space on the disk for them.

### Using an External Drive

Word operates most efficiently with an external drive. You can then store documents on a separate, formatted disk in the extra drive. You don't need the Word program on this "document disk."

When you open documents, you can click the Drive button to see a list of documents on the disk in the external drive. When you save, use the Save As command and click the Drive button to save to the external drive; or use Save to save a document to the disk that it was opened from. Word saves to the disk volume named in the upper right portion of the Save As dialog box. This disk will be the one you specified the last time you clicked the Drive button.

**If you see the disk full message:**

- 1 Click the OK button in the alert box.



- 2 Choose the Save As command from the File menu.
- 3 Fill in the text box and choose any options you want.
- 4 If you have room on the disk in the external drive, click the Drive button to save to the external drive. Or click Eject to eject either disk, and replace it with a disk that has space on it.
- 5 Click the Save button.

If Word runs out of disk space while printing, it will print one page at a time. If you specified multiple copies of the document, you will get the specified number of copies of each page, one at a time.

### Using Word With One Drive

If you are using Word with one disk drive, you need the Word program on each Word disk you use, because Word needs to read parts of the program as you work. You will probably find it inconvenient to use “document disks” (formatted disks containing documents only), because you will have to swap disks very frequently.

If you move all unneeded printer drivers, fonts, and documents from copies of the Word disk, you will be able to store 50-60 pages on each copy of the disk.

#### To free disk space:

- Move any printer drivers you don't need to another disk, or delete them.
- When you finish “Learning Word,” remove the MEMO document from your copy of the Word disk.
- When you feel familiar with Word, you can move the help document (Word Help) to another disk.
- Move fonts that you rarely or never use off the disk. Use the Font Mover on the Macintosh Utility disk.
- Make your copy of the Word disk a startup disk. See “Making Word a Startup Disk” below for details.

You will find document moving operations easiest to do in the Finder. You cannot save to a folder, but you can arrange documents in folders using the Finder.

If you have more than one printer, you might want to move each printer driver onto a separate disk, with the documents that you will print on that printer. For example, if you like to print all your correspondence with a daisy wheel printer, you can keep all your letters and the daisywheel printer driver on one disk. Word will always read the disk, and display text as it would be printed using that particular driver.



**If you see the disk full message:**

- 1 Choose the Save As command from the File menu.
- 2 Click the Eject button and insert another Word disk that has plenty of space on it.
- 3 Click the Save button to save your work.

**Using a Hard Disk**

If you are using Word with a hard disk, copy your Word master disk using the following procedure.

**To copy Word to a hard disk:**

- 1 Open the desktops for your Word master disk and your hard disk.
- 2 Move the Word documents and folders to the desktop for the hard disk. You can move them one at a time, or as a group (by extending the selection).

**Warning**

Do not use the Macintosh Disk Copy utility to copy the master disk. Do not completely replace the contents of the hard disk with the Word disk, unless the hard disk is empty.

**Making Word a Startup Disk**

If you need more space on your disk, you can make your copy of the Word disk a startup disk and remove the Finder from the disk. (The Finder takes up about 55K on your disk.) Then every time you turn on your Macintosh and insert your copy of the Word disk, the Word program loads automatically. This means that when you insert your disk, the first thing you see will be an untitled document, instead of the desktop.

**To make Word the startup disk:**

- 1 Insert any disk with the Finder on it. (You need to start up the Macintosh with another disk if you are going to remove the Finder from the Word disk, because Macintosh has to return to the Finder when you quit a program.)
- 2 If you do not have an external drive, eject the disk.
- 3 Insert your copy of the Word disk. If you have an external drive, insert the Word disk in the external drive. Click on the desktop to select the Word icon. (Do not double-click.)
- 4 Choose Set Startup from the Finder's Special menu.



**To discard  
the Finder:**

- 5 You will see an alert box asking you to verify that you want Word as the startup application. Click OK to continue. This makes Word the startup program.

Now you can discard the Finder.

- 1 Double-click to open the System folder.
- 2 Click to select the Finder icon. Drag it to the trash can.
- 3 When you choose Empty Trash from the Special menu, or eject the disk, the Finder will be deleted.

You will also notice these differences in the way the program works:

- When you insert the Word disk, you do not see a desktop. The Word program is loaded automatically.
- You cannot manipulate documents using the Finder. You will need to insert a disk containing the Finder, eject it, then insert the altered Word disk.
- When you quit Word, you will not exit to the Finder (unless you have the Finder on a disk in another drive). Word quits and ejects the disk. You will be asked to insert a disk with the Finder on it.

**Using Print Merge**

If you work with form documents very often, you may have problems with memory occasionally, because the Print Merge command requires a lot of space on the disk for building these documents.

Word combines the main document and the merge document before it prints the entire document. If your merge document contains a lot of data records, Word will build a very large form document.

You can insert as many files as you want with the INCLUDE instruction and have any number of data files; but Word builds the entire form document and then sends it to the printer. So the number of documents you can insert with the INCLUDE instruction is limited by the amount of space on the disk.

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<b>Note</b>	The main document, the merge document, and any documents inserted with the INCLUDE statement must be on the same disk.
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# Appendix D

## Using Word With Other Applications

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You can use Microsoft Word with any other Macintosh application to mix text with graphics or data. Generally, there are two ways to do this:

- You can save an entire document in an ASCII text file (unformatted) and copy the text file into an application that accepts ASCII files.
- You can copy the text or picture to the Clipboard or the Scrapbook, then copy the information from one application to another.

You will find it convenient to use the Clipboard to move one block of text at once. But the Clipboard holds only one block of text at a time. If you have several things scattered throughout a document (or on a disk), you can use the Scrapbook instead.

If you use the Clipboard to copy or move text or pictures from one Macintosh application to another, any formatting that was applied to that text or pictures will be lost.

---

### Note

When you move text between Word and any Microsoft application that uses data, make sure that your text is separated by tabs. Otherwise, your text will appear in the second application as a large string of characters rather than as separate data items. Using tabs to separate data items is the common element of most of the Microsoft Macintosh applications.

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### Microsoft File

You can copy and use unformatted documents from Microsoft File directly, without having to move text into the Clipboard. To use a File document with Word, you need to save the File document as text output. This removes all File formatting and inserts tabs between information in data records.



### **To save a Datafile as a Print Merge document:**

- 1** Organize the data in the Datafile window or document. See the File manual for details.
- 2** From the Microsoft File program, choose the Save Records As command.
- 3** Click the box labeled "Text (Microsoft Print Merge)."
- 4** Once you have saved the File document as a text file, you can copy this document to the Word disk using the Finder.

The most common use for this information transfer is to use this document as a merge document. Use the Print Merge command to print your form documents as described in Chapter 9, "Printing Documents" chapter in "Using Word."

### **To save a Report as Text Output:**

- 1** Design the Report in File; see the File manual for details.
- 2** Save the Report separate from the Datafile by choosing the Save Report As command.
- 3** Check the "Text Output" option in the dialog box.
- 4** File saves the report text in tabular format (without File formatting). Now you can copy this document to the Word disk using the Finder.

### **To move text into File:**

You can also use unformatted Word documents in Microsoft File. You can save the Word document as text only, then move the entire document onto the File disk with the Finder.

- 1** Separate the information in the Word document with tabs; File will use the tabs to separate the information into the appropriate fields.
- 2** Choose the Save As command, and click the "Text Only" option.
- 3** Close the document and quit Word.
- 4** Copy the Word document onto the File disk using the Finder.
- 5** Prepare the fields and organize the data as you would in any other File document.



If you want to insert only a portion of a Word document, use the Clipboard or Scrapbook to move the text you want. To do so, you need to prepare the fields in the File document first. You should also keep in mind that all formatting to the Word document will be lost, except for tabs, which File will read as separators.

## **Microsoft Multiplan**

You can move parts of Multiplan worksheets into Word using the Clipboard or Scrapbook. You can also copy any documents saved in SYLK format to use in Word, just as you would any other unformatted ASCII text file.

When you copy Multiplan documents into Word, the numbers lose their properties and are treated as text—you cannot calculate, and any links are dissolved. The numbers format is kept, however. Tabs are inserted between the numbers as separators.

To move Word documents into Multiplan, you can use the Clipboard or Scrapbook to transfer the text. Or you can save the Word document as text only and copy the document to the Multiplan disk. Use tabs to separate the text entries into different cells. Use the Return key to start a new row. Open the document in Multiplan as you would a SYLK document.

## **Microsoft Chart**

You can copy the data series or the chart from Chart. Copy the data series and graphics separately. Use the Clipboard or Scrapbook to copy one, then the other into the Word document. You can also save the chart as a SYLK document.

Word will read the data from Chart as text, and will treat the chart as pictures. See the section below on “MacPaint and MacWrite” for information on using pictures in Word.

When transferring Word text into Chart, make sure your text is in tabular format. You can transfer blocks of text using the Clipboard or the Scrapbook; or you can save the Word document as text only, then open it in Chart as you would a SYLK file.



## MacPaint and MacWrite

Use the Clipboard or Scrapbook to copy or move pictures from MacPaint into a Word document.

Once you have moved the picture, you can change its size and shape, and indent or align the picture.

### To change a picture:

- 1 First select it. Click on either side of the picture. A box appears around the picture and there are three squares at the bottom of the box.
- 2 Click and drag the square at either corner to widen the picture.
- 3 Click and drag the square in the middle to lengthen the picture.
- 4 Click and drag the picture frame to move the picture horizontally.

### To restore a picture to original shape and size:

- 1 Select the picture.
- 2 Press Command-Shift-P to restore original size and shape.

You can align pictures with the Paragraph commands. The preset alignment is left justified; choose a command to change the alignment, or select and drag the picture to the position you want.

Word can use formatted MacWrite documents just as if they were Word documents. However, you cannot use a formatted Word document with MacWrite.



# Appendix E

## Daisywheel Printers

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This appendix includes the following information:

- Daisywheel Printers
- The Word Screen
- Printer Setup
- Fonts

Install your printer according to the instructions in your printer manual. A printer driver is a program that allows Word to communicate with your printer. Printer drivers are often customized to a particular printer. You must have a printer driver on your disk to use a printer with Word.

Move or delete any printer drivers that you don't use from your copy of the master disk. (Never alter the Word master disk.) Most people only have one or two printers, and the drivers take up a lot of disk space. When you get ready to print, the dialog box in Printer Setup shows a list of the printer drivers that are on the disk.

### Daisywheel Printers

The Word master disk includes drivers for some or all of the following printers:

Imagewriter  
Apple Daisy  
NEC  
Diablo 620/630  
Brother HR15, HR25, HR35  
TTY printers

The Printer Folder on the Word master disk may contain other printer drivers as well. Move or delete any printer drivers you don't use from the disk.

### The Word Screen

The Word window displays printer quality text. This is the preset option (in the Preferences command, Edit menu). This means that Word shows you what you will get when you print. Word reads the printer driver installed on your disk, and adjusts the screen to conform to the printer.



This manual shows screens produced with an Imagewriter. If you have a daisywheel printer driver on your copy of the Word disk, your screen may look very different from the screens shown in this manual. You may not see many of the special fonts and formats discussed in this manual.

If you have a daisywheel printer but want to see the fonts anyway, choose the Preferences command from the Edit menu. The “Display as Printed” option is already turned on; click to turn it off. Keep in mind that your line breaks on the screen will differ from those that will actually appear when the document is printed.

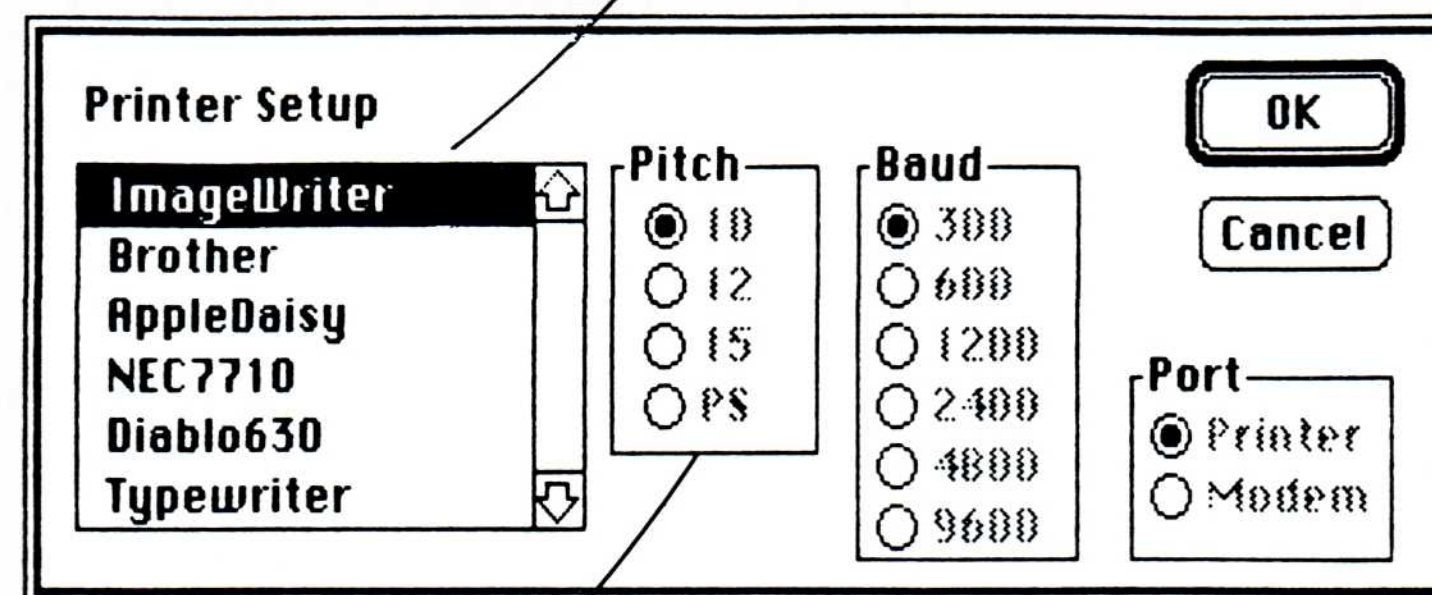
## Printer Setup Command

Use the Printer Setup Command or the File menu to specify the type of printer you want to use.

### To specify a printer:

- 1 Choose the Printer Setup Command. You will see a dialog box containing the names of the printer drivers on your disk.

*Click if you have a daisywheel printer.*



*Choose a pitch to match your print wheel.*

- 2 Click to choose a driver. Word always selects the last printer driver you printed with as the preset. If you want to use a different printer, you need to specify which one.
- 3 Choose the type of print wheel you will be using in the “Pitch” section of the dialog box.
- 4 Click the OK button.



You can also choose one of the special daisywheel fonts that are included on the Word disk. To do so, choose the Format command on the Character menu and select the font that corresponds to your print wheel.

The list below shows the daisywheel fonts that are available with Word. Printing elements are measured by “pitch,” or number of characters per inch. Since Word measures in points, the corresponding point measures are given in the right column of the list:

Dover 10 (P10)	12 points
Dover 12 (P12)	10 points
Dover 15 (P15)	8 points
Dover PS (Proportional)	12 points

10, 12, and 15-pitch fonts are “fixed-pitch” fonts; the width of all characters in the font are the same. In PS, some characters are wider than others.

Some printers supported by Word cannot print in proportional spacing.

If you want to use a daisywheel printer and an Imagewriter, you can plug the daisywheel into the modem port and the Imagewriter into the printer port. Then you can specify in the “Port” section of the dialog box to send output to the daisywheel attached to the modem port. (The Imagewriter always sends output to the printer port.)

---

<b>Warning</b>	Make sure you have a printer plugged into the modem port before changing the “Port” setting. Do not set the printer to the modem port if you have a hard drive attached to the modem port. Set the printer to the modem port only if there is a printer attached.
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You can also change the baud rate in the Printer Setup dialog box. See your printer manual for the correct baud rate setting for your printer.







# Terms

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## Active

Of the things you are working with, the one to which the next command will apply (for example, the active window). This item is selected. *See also* Selection.

## Alignment

The horizontal position of text on the page.

Left            Lines are aligned flush left, ragged right

Centered      Lines are centered.

Right          Lines are aligned flush right, ragged left.

Justified      Lines are aligned flush left and right;  
spacing is adjusted to fill in.

*See also* Justified.

## Autonumbered footnote

A footnote number that Word inserts automatically in document text and in the footnote window. You can specify that Word do this in the Footnote command on the Document window. This type of footnote reference appears as a superscript small number. *See* Footnote reference mark.

## Backspace

The Backspace key backs over text and deletes it. You can also backspace to delete the selection.

## Baseline

The bottom of the line of text.

## Boilerplate

Text that is used over and over without change, such as a company's own address, a copyright notice, or even whole sections of papers or reports.

## Boldface

A typeface which is darker and heavier than normal text.

## Break

A place where the text is deliberately stopped and a new start follows. Examples of breaks are word breaks, line breaks, paragraph breaks, page breaks, and division breaks.

## Caps

Capital letters.

## Case

The forms of letters, either capitals (uppercase) or small letters (lowercase).

## Character

Any number, letter, punctuation mark, symbol, or special mark (e.g., @, , \*, %, \$) that you type as text.



### **Check box**

A box for choosing an option. Clicking a check box puts a check in it and chooses the option. If the box is already checked, clicking removes the check and cancels the option.

### **Choose**

To pick a command from a menu.

### **Click**

To press and release the mouse button on the spot where you want to perform the next task.

### **Close box**

The icon on the left end of the title bar. Click this icon to close a window.

### **Command**

An instruction to Word to perform a task. A command may have one or more options.

### **Cut and paste**

To edit a document by combining documents and parts of documents. Use the Cut command to move text from the document into the Clipboard, and the Paste command to insert the text at the new location.

### **Data record**

A group of related fields in a merge document. Use the Return key to end a data record.

### **Delete**

To remove text permanently from the document you are working on. Use the Clear command or the Backspace key to delete text.

### **Dialog box**

A box where you make choices or provide information needed to perform a task.

### **Division**

The point at which you change the page layout, page numbering, or running head within a document. (For example, you might make an index or each chapter of your document a separate division.)

### **Division mark**

The character displayed as a line of colons indicating the start of a new division.

### **Document**

Any text you save on the disk is a document. A Word document includes both text and any formatting which has been applied to it. Common types of documents are letters, reports, memos, pamphlets, and brochures.

### **Embed**

To put text within other text. For example, you can embed a page number in a running head. When using the Find or Change command, you can encounter text embedded in words. For example, you might find “the” in the words theatre, breathe, or theme.

### **268 End mark**

The diamond indicating the end of a document.

### **Expand**

To replace a glossary name with the full glossary entry text by pressing Command-Backspace.

### **Extend**

To lengthen a text selection, using the Shift key and the mouse.

### **Field**

For form documents, a piece of information that is merged into the main document from the merge document. In the main document, the field name is surrounded by special characters « » . In the merge document, fields are separated by commas or tabs. When you print, the field name is replaced with the field from the merge document.



<b>Field name</b>	For form documents, the name of a general category of information. Type the field name, surrounded by special characters « + », in the main document at the location(s) where you want information added from the merge document. The field names should match the header record, although they need not appear in the same order.
<b>Find</b>	To look for a specific occurrence of text in a document using the Find command.
<b>Flush</b>	Aligned on either the left edge (flush left) or the right edge (flush right) of the line or column.
<b>Font</b>	<p>The design of the alphabet in which text is displayed or printed, such as New York (a textbook font) or Geneva (sans-serif font). The system on the Word master disk may include the following fonts:</p> <ul style="list-style-type: none"><li>Chicago</li><li>New York</li><li>Geneva</li><li>Monaco</li><li>Dover 8</li><li>Dover 10</li><li>Dover 12</li><li>Dover PS</li></ul>
<b>Footers</b>	<i>See</i> Running head.
<b>Footnote reference mark</b>	The mark that appears in the text of a document to direct you to a footnote. You can specify a reference mark up to ten characters long, or you can specify that Word number them automatically. <i>See</i> Autonumbered footnote.
<b>Form document</b>	A printed document created by merging two special documents: the main document and the merge document. Standard text from the main document is combined with data or other information from the merge document. The result is the customized form document. <i>See</i> Main document, Merge document.
<b>Format</b>	The way text looks on the page. With Word, you can format a document on three levels. You can format the position and appearance of characters, the alignment and spacing of lines and paragraphs, and the overall design of an entire document.
<b>Global search</b>	<i>See</i> Find.
<b>Glossary</b>	A special window where text can be stored and later retrieved by name. To expand the glossary entry in a document, type the glossary name and hold down the Command key while pressing the Backspace key.
<b>Glossary entry</b>	The repetitive text that you store in the glossary window. Create an entry by cutting or copying the text from a document, then pasting it into the glossary window. You name the glossary when you create it.



**Glossary name**

The name you assign to a glossary entry when you create it.

**Gutter margin**

The inner margins of facing pages of a document; that is, the left side of odd pages and the right side of even pages. These margins can be wider than the outside margins to allow extra space for binding. Use the Page Setup command on the File menu to specify a gutter margin.

**Hanging indent**

An indent of the first line that is less than the indent of subsequent lines, so that the first line of a paragraph is wider than the rest of the lines.

**Header**

*See* Running head.

**Header record**

The first data record in a merge document. This record is special because it contains the identifying words that match the field names in the main document to the pieces of information contained in the merge document. The subsequent data records in the merge document must be in the same order as the header record.

**Highlight**

An area appearing in reverse video to indicate the selected text.

**Hyphen**

Word recognizes two types of hyphens: ordinary hyphens, and optional hyphens. *See* Optional hyphen.

**Indent**

The distance between the beginning of a line and the left margin, or the end of a line and the right page margin. Indents normally make text narrower than the margins. A zero (0) indent measurement aligns the first line on the margin. *See also* Hanging indent.

**Insertion point**

A blinking vertical bar indicating where text will be inserted into a document as you type.

**Justified**

Text whose right and left edges are flush with the right and left indents, or if a zero indent is specified, flush with the right and left margins. If you have a multi-column document, text will be flush left and right on the columns. Spaces are enlarged between words to make the text fill the whole line evenly. *See also* Ragged.

**Keep**

This is an instruction to “keep” all of the specified text (usually two paragraphs) together on a page. Word prints the text on a new page rather than splitting it between pages. *See* Chapter 7 on “Formatting Your Work” for more information.



**Leader character**

A character that fills a tab, drawing the reader's eye across columns, as in a table of contents. Use the Tabs command on the Paragraph menu to select any of the following leader characters:

- blank (no leader character)
- period .....
- hyphen .....
- underscore \_\_\_\_\_

*See also* Tab.

**Line spacing**

The amount of space between lines of text within paragraphs, and the number of blank lines above and below the paragraph.

**Main document**

A document containing standard text that is the same for all copies of a form letter or form document, plus special fields where Word inserts variable information from another document (the merge document). *See also* Merge document.

**Margin**

The area from the edge of the page to the edge of the text. (This area does not include indents.) Use the Page Setup command to set margins on the left, right, top, and bottom of the page. You can also set a gutter margin. *See also* Gutter margin.

**Master disk**

The disk you receive in your Microsoft Word package. This disk contains a special identification that Macintosh must read when you start the Word program after turning on the Macintosh. You can make as many copies of the master disk as you want. If Macintosh needs to read the identification at any time, you will be prompted to insert the master disk.

**Measure**

The units in which distances and sizes are given in Word, including inches, centimeters, picas, pitch, and points. Use the Preferences command on the Edit menu to indicate a unit of measure:

- Inches (in., ")
- Centimeters (cm.)
- 10-pitch (p10)
- 12-pitch (p12)
- Points (pt)
- Lines (li)

*See also* Picas, Pitch, and Points



### **Merge document**

A document that contains pieces of information to be merged into a main document for form letters and other form documents.

### **Move**

To move text to another place in the document or to another document. In Word, you move text by cutting it to the Clipboard, then pasting it into the desired location.

### **Nest**

To increase the indent of a paragraph from the preceding paragraph. Each subsequent nested paragraph is indented another increment from the one before it.

### **Nonbreaking space**

A space that you insert between two words so that they will not be separated by a line break. Insert a nonbreaking space by pressing Command-spacebar. This space is fixed and cannot be contracted or expanded when you justify the line.

### **Normal**

The preset format used by Word for paragraphs: single spaced, flush left, and unjustified.

### **Open spacing**

An extra line space added above a paragraph.

### **Optional hyphen**

A hyphen that separates parts of a word, but is invisible until needed. To insert an optional hyphen, press the Command-hyphen keys.

### **Orphan**

The first line of a paragraph that appears alone at the bottom of a page or column, while the rest of the paragraph appears on the next page or column. Word automatically avoids page or column breaks that leave orphan lines.

### **Page break**

The place where the page ends. Normally, Word breaks the page automatically; however, you can specify page breaks by pressing the Shift-Enter keys.

### **Pagination**

To create page breaks and page numbers in documents. Use the Division Layout command to choose any of these page numbering options:

- Arabic 1, 2, 3, 4
- Roman uppercase I, II, III, IV
- Roman lowercase i, ii, iii, iv
- Alphabetic uppercase A, B, C, D
- Alphabetic lowercase a, b, c, d

Usually Word breaks pages automatically. If you wish to insert a page break at a particular place, do so by pressing the Shift-Enter keys.

### **Paragraph**

The text between two paragraph marks, including the trailing paragraph mark. Paragraph formats control alignment, line spacing, and indentation. *See also* Paragraph mark.



<b>Paragraph mark</b>	A character at the end of a paragraph. This character is normally invisible. To insert a paragraph mark, press the Return key. Use the Show ¶ command to make paragraph marks visible.
<b>Paste</b>	To insert into a document whatever was last cut or copied to the Clipboard.
<b>Pica</b>	A unit of measure. One pica equals 12 points and six picas equal one inch. One point also equals one pixel on the Macintosh screen.
<b>Pitch</b>	A measure of the number of characters per inch of paper, horizontally. Typically, typewriters and printers use 10-pitch (10 characters per inch) or 12-pitch (12 characters per inch).
<b>Point</b>	A measurement used by typesetters and printers. One point equals 1/72 of an inch, and 12 points equal one pica.
<b>Point size</b>	The height of a font measured in points.
<b>Preset option</b>	Information already supplied by Word in a dialog box. You may replace a preset option with your own response.
<b>Ragged</b>	Text with an uneven left (ragged left) or right (ragged right) edge. <i>See also</i> Justified.
<b>Reference mark</b>	Text in the document that refers to footnoted text. A reference mark can be up to 10 characters long. You can specify your own reference mark; otherwise, Word uses automatically numbered footnote references.
<b>Return key</b>	The Return key inserts a paragraph mark in the document text, and causes a paragraph break. You can see the paragraph marks when you choose the Show (P) command. <i>See also</i> Paragraph mark.
<b>Roman</b>	The preset character font that Word uses—12 point New York.
<b>Roman numerals</b>	I, II, III, IV, V, and so on.
<b>Ruler</b>	The horizontal line that appears on the top edge of the window and displays the positions of tabs and indents. To change these positions, move the markers along the ruler with the mouse; or use the Formats command in the Paragraph menu.
<b>Running head</b>	Text that appears at the top (header) or bottom (footer) of printed pages. Running heads may include page numbers, dates, titles, or other text.
<b>Save</b>	To store a permanent copy of a document on disk with the Save command.
<b>Select</b>	To choose the character, paragraph, or text to be affected by the next command.
<b>Selection</b>	The highlighted character or group of characters that will be affected by the next command you choose.



### **Selection bar**

An area on the left side of the active window, used for selecting blocks of text. It is invisible, but the mouse pointer shifts direction when you are in the selection bar.

### **Small caps**

Capital letters that are smaller than the capital letters for the font size you are using.

### **Split bar**

The bar at the top or to the right of a window that you can use to split or close a window with the mouse. *See also* Window split.

### **Subscript**

Text that appears slightly lower on a line than the text around it.

### **Superscript**

Text that appears slightly higher on a line than the text around it.

### **Tab**

A position for aligning text in columns by using tab characters. Use the Tabs command on the Paragraph menu to set and clear tabs. The following tabs are available:

Left	Text is aligned flush left on the tab
Center	Text is centered around the tab
Right	Text is aligned flush right on the tab
Decimal	Decimal points are aligned on the tab

### **Text**

All characters that make up your document.

### **Text box**

A place in a dialog box to type information or check an option. This tells Word how to carry out a command. When Word displays a dialog box for a command, it often supplies preset options in some text boxes; you may replace or edit a text box, or leave it as proposed. *See also* Preset options.

### **Typeface**

*See* Font.

### **Undo**

To reverse the most recent editing command with the Undo command. Undo can itself be undone.

### **Widow**

The final line of a paragraph when it appears alone at the top of a new page or column, while the rest of the paragraph is on the preceding page or column. Word avoids page or column breaks that would leave widows.

### **Window split**

A horizontal split in the active window, created by dragging the split bar from the top of the right scroll bar to the spot where you want the split.

### **Wordwrap**

Automatic shifting of a word to the next line. When you are typing text and you reach the right margin, Word checks to see if the word you type fits completely on the line. If not, Word automatically places the whole word on the next line.



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